

## INTERNAL AUDIT SERVICES

### REQUEST FOR QUOTATIONS: RFQ 1/2022

#### 1. Purpose

Amazwi South African Museum of Literature invites quotations from service providers registered on the Central Supplier Database (CSD) for the provision of internal audit services for a period of one year (twelve months), with the option to renew for another 12 months thereafter, subject to satisfactory performance.

#### 2. Legislative and policy mandate

Amazwi South African Museum of Literature is established in terms of the Cultural Institutions Act, Act No. 119 of 1998, as amended, and operates under the jurisdiction of a Council appointed by the Minister of Sport, Arts and Culture. It is a schedule 3A national public entity in terms of the Public Finance Management Act, Act No. 1 of 1999, as amended.

#### 3. Internal audit roles and objectives

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Amazwi operations.

The objective of internal audit is to assist Amazwi to accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, controls and governance processes. The primary role of the internal audit function is to assist management in the effective discharge of their responsibilities, furnishing them with analysis, appraisals, recommendations and information concerning Amazwi activities that were reviewed.

#### 4. Scope of work

The successful service provider will be expected to perform the internal audit activities in line with the requirements of the PFMA and National Treasury Regulations, and the approved Internal Audit Charter, which states that the internal audit function (has the responsibility to, amongst other things:

- Develop a three-year rolling strategic internal audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Audit & Risk Committee for review and approval;
- Prepare a detailed annual audit plan together with the scope, to be presented to the Audit & Risk Committee;

- Implement the annual audit plan, in line with the Institute of Internal Audit Standards;
- ICT audit;
- Report on the internal audit activity to the Audit & Risk Committee on a quarterly basis;
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Internal Audit Charter;
- Keep the Audit & Risk Committee informed of emerging trends and successful practices in internal auditing;
- Facilitate risk management workshops between Council committees and management;
- Assist in the investigation of significant suspected fraudulent activities;
- Drive Combined Assurance with governance service providers including the Auditor General; and
- Perform ad hoc requests as and when required.

#### 5. Timing of assignments

The performance of each assignment shall be in accordance with the internal audit plan approved by the Audit & Risk Committee (aligned to the strategic and operational risk registers). Changes to the timing of audits must be agreed with the Director and communicated to the Audit & Risk Committee at its quarterly meetings.

#### 6. Quality assurance of reviews

The service provider shall ensure that all work conforms to the Standards for the Professional Practice of Internal Auditing. Such work shall further be subject to external quality assurance in line with the internal audit standards at its own cost.

#### 7. Pricing

Pricing must be quoted in terms of hours, rates per team member and Rand value reflecting amount including VAT. In terms of pricing, cognisance must be made taking into account the size of Amazwi.

All team members must belong to IIA and relevant professional bodies.

#### 8. Bidding document and Terms and Conditions

In addition to the standard bidding documents specified in the Terms and Conditions on the last page, all quotations must include the following information:

<b>Company profile</b>	Include names of directors/managing partners, qualifications and professional body registrations
<b>Public sector experience</b>	Specify
<b>Location of offices</b>	If not Makhanda, specify rates for travel and subsistence
<b>Pricing</b>	As above
<b>Closing date for quotations</b>	4 July 2022

9. Supply Chain Management enquiries

Supply Chain Officer	Ms Lumka Majavu	<a href="mailto:l.majavu@amazwi.museum">l.majavu@amazwi.museum</a>
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10. General enquiries

Director	Ms Beverley Thomas	<a href="mailto:b.thomas@amazwi.museum">b.thomas@amazwi.museum</a>
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## TERMS AND CONDITIONS

1. All costs and expenses incurred by potential service providers relating to their proposals will be borne by the respective service providers. Amazwi is not liable to pay such costs and expenses or to reimburse or compensate service providers under any circumstances, including the rejection of any proposal or the cancellation of this project.
2. Amazwi reserves the right to request new or additional information regarding any individual or other persons associated with proposals.
3. Amazwi may require responsive service providers to present and discuss their proposals in person.
4. Amazwi reserves the right not to make any appointment from the proposals submitted.
5. Potential service providers may not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of Amazwi.
6. Potential service providers are required to declare any conflicts of interest they may have in the transaction for which the bid is submitted or any potential conflicts of interest. It is important that potential service providers declare their conflicts of interest through completion of the relevant forms.
7. Amazwi reserves the right not to consider any proposal where such a conflict of interest exists or where such potential conflict of interest may arise.
8. Any and all project proposals shall become the property of Amazwi and shall not be returned.
9. Proposals should be valid and open for acceptance by Amazwi for a period of 120 days from the date of submission.
10. In addition to adherence to the specific terms and conditions of proposals provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
11. All returnable documents must be completed in full and submitted together with the quotation. Should all the returnable documents not be completed, the proposal will not be considered.
12. The successful service provider will be subject to supplier clearance processes as prescribed by the National Treasury. This process includes verification of the supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
13. The proposal must include a company or organisation profile, comprising a description of the organisation, its primary business activity, clients' experience, management etc, including at least three references from companies to whom it has supplied the same service.
14. After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.
15. The successful service provider will be accountable to the Audit and Risk Committee of Amazwi for the fulfilment of its functions.

## RETURNABLE STANDARD BIDDING DOCUMENTS

(See [http://ocpo.treasury.gov.za/Buyers\\_Area/Pages/Standard-Bidding-Forms.aspx](http://ocpo.treasury.gov.za/Buyers_Area/Pages/Standard-Bidding-Forms.aspx))

SBD 1 Invitation to BID  
 SBD 2 Tax Clearance Requirements  
 SBD 3 Pricing Schedule  
 SBD 4 Declaration of Interests form  
 SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document)  
 SBD 7.2 Contract Form (Rendering Services)  
 General Conditions of Contract  
 SBD 8 Declaration of Bidder's Past Supply Chain Management Practices  
 SBD 9 Certificate of Independent Bid Determination

NB: Failure to submit completed returnable forms as mentioned above may disqualify a proposal.