

BID SPECIFICATION DOCUMENT 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 3 years. The successful bidder will be required comply with the standards and guidelines as set out by the South African Institute of Internal Auditors.

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 plan and 3 year rolling audit plan based on the risk assessment results and liaison with the Audit and Risk Committee.
- Presenting the risk assessment and audit plans to management, the CEO and the Audit and Risk Committee for approval.
- Execution of the annual audit plan.
- Reporting the results of audits to management.
- Performing any ad hoc request from management for internal audit reviews.
- Reporting the results of review and the progress against plan at meetings with management and the Audit and Risk Committee where input from internal audit is required.
- Fulfil all requirements pertaining to internal audit as reflected in the PFMA and Treasury Regulations.

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.

SAIDS BOARD MEMBERS: Dr. E NEMATSWERANI (CHAIRPERSON), Dr. H ADAMS, Ms. D JAMES, Ms. N MAHARAJ, Ms. K MAHLUNGU, Dr. S MANJRA, Dr. H MASHEGO, Ms. M MCKENZIE, Dr. M MUDUA, Dr. S ZULU, Mr. K GALANT (CEO)



Our specific goal for this tender 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 will receive 0 points.
- Non-compliant contributors will NOT be considered.

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).

The following must be included with the bid:

- A company profile.
- Registration with the central supplier database (CSD).
- Tax Compliance Status Pin.
- B-BBEE status.

Based on an assessment of the bids submitted, a winning bidder will be selected for the provision of outsourced Internal Audit Services. The tender will be advertised in the tender bulletin on **24th March 2023** (pending approval for advertising by Government Printing Works). The advertisement period will run for 21 days as per minimum requirement by National Treasury Regulations.

The internal audit contract is for a period of 3 years and is expected to commence on 1st May 2023.