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### **REQUEST FOR QUOTATION (RFQ)**

#### **PROVISION OF QUALITY ASSURANCE REVIEW ON INTERNAL AUDITORS FOR THE PORTS REGULATOR OF SOUTH AFRICA**

RFQ	RFQ/2024/25/08
RFQ ISSUE DATE	21 MAY 2024
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF QUALITY ASSURANCE REVIEW ON INTERNAL AUDITORS FOR THE PORTS REGULATOR OF SOUTH AFRICA
CLOSING DATE & TIME	27 MAY 2024 @ 16h00
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto:quotations@portsregulator.org) before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO): \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## **DETAILED SPECIFICATION**

### **PROVISION OF QUALITY ASSURANCE REVIEW ON INTERNAL AUDITORS FOR THE PORTS REGULATOR OF SOUTH AFRICA**

#### **1. INTRODUCTION**

- 1.1. Ports Regulator of South Africa ("the Ports Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA). The Port Regulator must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation. The Ports Regulator reports to National Department of Transport.
- 1.2. The Ports Regulator is an independent ports regulatory body, governed by the National Ports Act, Act No. 12 of 2005, ("the Act"). In terms of section 30 (1) and (2) of the National Ports Act, the main functions of the Regulator are to:
  - Exercise economic regulation for the ports system in line with government's strategic objectives;
  - Promote equity of access of ports and facilities and service provider by ports; and
  - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the Act.

#### **2. BACKGROUND**

- 2.1. The Ports Regulator complies with the National Treasury guidelines on directing, managing, controlling, and reporting on the use of its capital, financial and human resources to achieve its goals and objectives. The entity is audited by the Auditor General of South Africa and has outsourced the Internal Audit function to an audit firm which reports to Chief Executive Officer and provide assurance to Members of the Regulator through the Audit and Risk Committee. The Internal Audit firm was contracted on a three-year basis for the period 2021/22 – 2023/24. An internal evaluation of Internal Audit was conducted in 2023/24. The Audit and Risk Committee requires internal independent quality review of the Internal Audit function.

#### **3. PURPOSE**

The purpose of this Request for Quotation (RFQ) is to request suitably qualified and experienced service providers who are independent of the PRSA and of the outsourced Internal Audit Unit to submit their proposals for independent quality assurance review for outsourced internal auditors.

#### **4. SCOPE OF WORK**

The PRSA has an Internal Audit Unit as required by section 51 (1) (a) (ii) of the Public Finance Management Act. The internal audit unit requires to be assessed to give reasonable assurance to the Accounting Authority through the Audit & Risk Committee that the work done by the internal audit is of required quality standards as set by the Institute of Internal Audit. As a result, the PRSA requires the services of the service provider to:

- Validate the Quality Assurance Self-Assessment performed by the Internal Audit Unit.
- Prepare Quality Assurance Review Report for submission and discussion with the Audit and Risk Committee and CEO, which provides opportunities for improvement and recommendations.

The proposal must outline the proposed activities, project plan, timelines and budget to cover the scope of service for this quotation which includes:

- 4.1. Provision of independent quality assurance review on the outsourced internal audit service provider for the Ports Regulator of South Africa.
- 4.2. The scope will cover two financial years: 2021/2022 and 2022/2023.
- 4.3. Review relevant materials and make note of items for confirmation during engagements with internal audit unit.
- 4.4. Review the Self-Assessment documentation prepared by Internal Audit Unit; and perform validation tests.
- 4.5. Review the internal audit unit regarding conformity to the IIA Standards during the 2021/22 and 2022/2023 financial years and discuss the basis of the conclusions with the CEO and CFO.
- 4.6. Interview the relevant stakeholders which include CEO, Management, Audit & Risk Committee members, staff from outsourced internal audit firm.
- 4.7. Conducting a gap assessment of where Internal Audit Unit is relative to the requirements of the proposed Global Internal Audit Standards
- 4.8. Draft, finalize and present review report including a conclusion as to the level of conformity to the IIA Standards proven by the quality assurance review to the CEO and Audit and Risk Committee. The report should outline any opportunities for improvement and recommendation action items.

## 5. DURATION

The anticipated timeframe for the completion of this project is one (1) month.

## 6. EVALUATION PROCESS

### 6.1 Phase 1 – SCM Administrative requirements

- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.
- The service provider must submit proof of registration with the Institute of Internal Auditors (IIA).
- Bidder to submit proof of team leader being registered as a Certified Quality Assurance Reviewer

*Failure to provide the above information may lead to bidder's proposal not being considered further.*

### 6.2 PHASE 2: Functionality Criteria (Mandatory requirements)

- Only bid proposals that meet mandatory requirements will be further evaluated on functionality criteria,
- The Bidder must score a minimum of **70%** during Phase 2 (functionality / technical) of the evaluation to qualify for Phase 3 of the evaluation where only points for Price and B-BBEE will be considered.
- N.B: Service providers that fail to score a minimum of 35/50 points (equivalent to seventy percent (70)) on functionality will not be considered and evaluated further on phase 3- price.
- The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

PHASE 2			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
<b>Bidder or company's experience in the quality assurance review of internal auditors. (Must attach contactable written references on successfully completed projects or current projects and reference letters must be in referee's letterhead, signed)</b>	Bidder's years of experience in the quality assurance review of internal auditors as reflected in the completed or current projects.	Indicator	<b>10</b>
	Bidder must attach proof of reference letters and confirming the required experience.		
	No relevant reference letter provided	0	
	1 relevant reference letter provided	5	
	2 relevant reference letters provided	8	
	3 relevant reference letters provided	10	
<b>The Bidder's understanding of the scope of work (attach a detailed proposal)</b>	The Bidder understand what is required in terms of the RFQ (Approach and Methodology).	Indicator	<b>20</b>
	No information provided in response to RFQ scope of work	0	
	Limited information provided on the Bidder's understanding of the scope of work	10	
	Bidder demonstrates a clear understanding of the scope of work	20	
<b>The Bidder's capacity to deliver on the project (attach a detailed CV of the team leader, supervisor, and team member to be assigned to the project)</b>	Team with proven years of experience in quality assurance review	Indicator	<b>20</b>
	Less than one year experience for team leader	0	
	1 and less than 4 years' experience for team leader	5	
	5 and less than 6 years' experience for team leader	10	

PHASE 2			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	7 and less than 9 years' experience for team leader	15	
	10 and more years of experience for team leader	20	
<b>Total points on functionality</b>			<b>50</b>

### 6.3 Phase 3 – Price and Specific Goals

**Pricing Considerations:**

- Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.
- Bidders total price weighs 80 points.

### Specific Goals

- The bidder must submit SBD 6.1 preference points claim form.
- B-BBEE Certificate / Affidavit.
- Bidders' specific goals weighs 20 points.

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## 8. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

## **9. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ**

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of 90 days from the closing date of the RFQ Enquiry.

## **10. COST OF BIDDING**

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

### **END OF RFQ DOCUMENT**

**Annexed to this document for completion and return with the document:**

- Quotation on a company letterhead.
- Completed and signed Declaration of Interest (SBD 4).
- Copy of CSD Report or MAAA Number (National Treasury).
- Information requested as per the mandatory requirements.
- Preference points claim form. (SBD 6.1)
- POPIA consent form