



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION

INTERNAL AUDITS REVIEWS FOR GROUP INTERNAL AUDIT

1. INTRODUCTION

The purpose of RFQ is to select a qualified service provider to conduct the High Value Tender review for Group Internal Audit on an “As and When Basis”. The key deliverables for the project are clearly outlined in line with the objectives and scope under the scope of work (Section 3) of the RFQ.

The Service provider will be expected to submit the final audit report with management comments and action plans on the agreed delivery date. The project is expected to be performed in line with the PRASA Group Internal Audit Methodology that will be communicated to the winning bidder on commencement of the project.

2. BACKGROUND

The Group Internal Audit (GIA) provides Internal audit services to the PRASA Group and its subsidiaries. The approved structure, with additional resources and recently filled positions, was designed to address governance, compliance and quality assurance requirements in accordance with the revised Global Internal Audit Standards.

Regulation

Section 27.2.10 of the Treasury Regulations state: The internal audit function must assist the accounting authority in maintaining effective controls by evaluating those controls to determine their effectiveness

and efficiency, and by developing recommendations for enhancement or improvement. The controls subject to evaluation should encompass the following:

- ✓ The information systems environment;
- ✓ The reliability and integrity of financial and operational information.
- ✓ The effectiveness of operations.
- ✓ Safeguarding of assets; and
- ✓ Compliance with laws, regulations and controls.

Global Internal Audit Standard (GIAS)

Standard 10.2 Human Resources Management of the GIAS states: The Chief Audit Executive must strive to ensure that human resources are appropriate, sufficient and effectively deployed to achieve the approved internal audit plan. Appropriate refers to the mix of knowledge, skill, and abilities, sufficient refers to the quality of resources and effective deployment refers to assigning resources in a way that optimizes the achievement of the internal audit plan.

It is the requirement of the National Treasury Regulation 27.2.7 of the Public Finance Management Act (PFMA) that an internal audit must prepare a rolling three-year as well as a Detailed Annual Internal audit plan for approval by the Audit and Risk Committee. Thereafter, the progress against the audit plan should be reported quarterly to the ARC.

The Group Internal Audit (GIA) function plays a crucial role in providing independent, risk based, and objective assurance, advice, insight, and foresight on governance, risk management, and control processes. Given the increasing complexity of business operations, regulatory requirements, and technological advancements, the group internal audit team requires additional specialized skills, such as Real Estate, ESG, Engineering (Electrical, Mechanical and Built), Cybersecurity that may not be available in-house. Co-sourcing internal audit service providers allows for access to these skills and experts in specific field while maintaining internal control over the audit process.

The 2026/27 annual Internal Audit plan was approved by the ARC in February 2026. The audit plan comprised of various compliance, performance, operational, ICT, advisory and capital audits. Due to capacity constraints and the technical nature of some of these audits, Group Internal Audit (GIA) uses both internal and external resources to execute the internal audit plan. For the past three years GIA has been using SNG as its co-source partner to implement the audit plan, however their contract came to an end in October 2025.

The end of the SNG contract meant that some of the critical projects that were identified for outsourcing could be not performed, and therefore as a mitigating measure Internal Audit requests to source the expertise of external service provider to execute the remaining projects that have been identified as key risk areas.

3. SCOPE OF WORK AND MINIMUM REQUIREMENT

3.1 Key Deliverables.

- a) Final Internal Audit Report with Management comments and action plans in line with PRASA Group Internal Audit Methodology.
- b) Working Papers and audit evidence are captured on Teammate (access to be provided by GIA)
- c) Letter signed by the partner confirming that Quality assurance has been conducted and the work performed is in conformance with IIA standards

3.2 Delivery timelines

- Final Report issued with management comments by the agreed delivery date, for the High-Value Tender reviews.

HIGH LEVEL SCOPE OF WORK

#	PROPOSED AUDIT	RESOURCES REQUIRED	MOCK HOURS	ALLOCATION OF HOURS	HIGH LEVEL AUDIT SCOPE
INTERNAL AUDIT REVIEWS					
1	High-Value Tender	1x Project Director 1X High-Value Tender Specialist at Senior manager level 1X Manager 1X Senior Audit	1000	1x Project Director (5% hours allocated) 1X Senior manager (15% hours allocated) 1X Manager (20% hours allocated) 1 X Senior Auditor (60% hours allocated)	<p>The scope of work, at a minimum, will assess the adequacy, design and effective implementation of controls across the end-to-end tender process, including:</p> <ul style="list-style-type: none"> • Procurement Planning <ul style="list-style-type: none"> ○ Alignment of procurement plans to approved budgets and strategic priorities. • Tender Specification, Advertisement & Opening <ul style="list-style-type: none"> ○ Compliance of advertisements with approved specifications and SCM prescripts. ○ Completeness and consistency of RFP documentation. ○ Integrity and transparency of bid submission and tender box opening processes. • Governance & Oversight <ul style="list-style-type: none"> ○ Composition and functioning of BSC, BEC and BAC. ○ Segregation of duties and independence of committee members. ○ Adherence to prescribed procurement timelines. • Bid Evaluation <ul style="list-style-type: none"> ○ Consistent application of evaluation criteria across all qualifying bids. ○ Compliance with SCM policy, SoP and regulatory requirements. ○ Adequacy of supporting documentation.

#	PROPOSED AUDIT	RESOURCES REQUIRED	MOCK HOURS	ALLOCATION OF HOURS	HIGH LEVEL AUDIT SCOPE
					<ul style="list-style-type: none"> • Risk & Probity Oversight <ul style="list-style-type: none"> ○ Identification and mitigation of risks impacting the award process. ○ Real-time advisory on integrity concerns, conflicts of interest, or irregularities. ○ Identification of residual risks not addressed during evaluation. • Concurrent Tender Evaluations <ul style="list-style-type: none"> ○ Controls ensuring bidders deploy independent teams for simultaneous tenders. • Reporting <ul style="list-style-type: none"> ○ Prepared and submitted a complete report, and presented to relevant governance structures (BSC, BEC, BAC, FCIP, and Board). ○ Alignment to the IIA Standards, and reporting in accordance with the Group Internal Audit Methodology under the oversight of the CAE. ○ Material risks and integrity concerns will be escalated through the CAE's office.

Table 1- High level Scope

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED

#	Proposed Audit	Years of experience and Qualifications			
		Project Director	HVT Specialist at a Senior Manager level	Manager	Audit Senior
1	High-Value Tenders	<p>Required Qualification</p> <ol style="list-style-type: none"> 1. Certified Internal Auditor (CIA) or Chartered Accountant (CA) or Certified Information Systems Auditor (CISA), and 2. Honours or Postgraduate degree in Internal Auditing, Accounting, Risk Management or any other relevant field. 3. Must be a member of IIA or SAICA or ISACA – in good standing with a valid membership certificate <p>Years of Experience</p>	<p>Required Qualification</p> <ol style="list-style-type: none"> 1. Certified Internal Auditor (CIA), or Chartered Accounting (CA) and 2. Honours or Postgraduate degree Internal Auditing, Accounting, Risk Management or any other relevant field and 3. Must be a member of IIA or SAICA – in good standing with a valid membership certificate <p>Years of Experience</p> <p>4 years senior management experience</p>	<p>Required Qualification</p> <ol style="list-style-type: none"> 1. Certified Internal Auditor (CIA), and 2. NQF level 7 in Internal Auditing, Accounting or any other relevant field and 3. Must be a member of the Institute of Internal Auditors – in good standing with a valid membership certificate <p>Years of Experience</p> <p>5 years' management experience</p>	<p>Required Qualification</p> <ol style="list-style-type: none"> 1) NQF level 7 in Internal Auditing or Accounting, and 2) Must be a member of the Institute of Internal Auditors – in good standing with a valid membership certificate <p>Years of Experience</p> <p>5 years' experience in Internal Auditing</p> <p><i>Attach a comprehensive</i></p>

#	Proposed Audit	Years of experience and Qualifications			
		Project Director	HVT Specialist at a Senior Manager level	Manager	Audit Senior
		6 years senior management experience. <i>Attach a comprehensive Curriculum Vitae with contactable references.</i>	<i>Attach a comprehensive Curriculum Vitae with contactable references.</i>	<i>Attach a comprehensive Curriculum Vitae with contactable references.</i>	<i>Curriculum Vitae with contactable references.</i>

TABLE 2 – Minimum Qualification and Experience Required

- Bidders will be required to provide PRASA with suitably qualified resources within 14 days of receiving a request from PRASA. The resources MUST meet PRASA’s minimum requirements.
- PRASA reserves the right to request a **change/replacement of a resource** if they do not meet the performance level required by PRASA. Such a change/replacement MUST be affected within 14 days.
- NB: Should there be a change in the resources presented for evaluation it is incumbent upon the service provider to notify and provide PRASA with a replacement resource with the same qualification and experience.

4. TIMELINES

No	ACTIVITY	DATE
1	Issue date	
2	Compulsory online briefing session Mandatory briefing Certificate to be signed off by bidders failing to submit with your document will lead to automatic disqualification.	
3	Closing date for questions and answers	
4	Bid closing date	

5. EVALUATION CRITERIA

Interested bidders for this project shall be evaluated in terms of their business credentials, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table below is for the selection of the preferred bidder that shall render professional services and construction management work for the project.

EVALUATION CRITERIA	WEIGHTING
Stage 1	Compliance
Stage 1A - Mandatory Requirements	Refer to Table 4 below
Stage 1B - Other Mandatory Requirements	Refer to Table 5 below
Stage 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 70%
Stage 3	80/20 Preference points system
Price	80
Specific Goals	20

Table 3: Evaluation criteria for the selection of a potential bidder

The details of the stages outlined in Table above are presented in the following sections below.

5.1. STAGE 1: COMPLIANCE REQUIREMENTS

Stage 1A- Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified:

No.	DESCRIPTION OF THE REQUIREMENTS
a)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (where applicable)
b)	Copies of qualifications, professional registration and CV's of requested key personnel as detailed in table 2 (Minimum Qualification and Experience Required) above

Table 4: Mandatory Requirements

Stage 1B - Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

No.	DESCRIPTION OF REQUIREMENT
a)	Valid SARS Pin
b)	CSD supplier registration number
c)	Completion of ALL RFP documentation (includes ALL declarations and ALL Standard Bidding Documents (SBD))
d)	Bidders are required to submit a consent letter / form signed by the resource whose CV is being submitted . The consent letter must be dated not older than 60 days from the publication date of the RFQ. (sample consent letter provided – annexure A). The CV will not be considered if the signed consent letter is not submitted.
e)	Certified copies (within the last 6 months) of qualifications and professional registration as requested in table 4 (b) above.

Table 5: Other Mandatory Requirements

5.2. STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 70% as per the standard Evaluation Criteria presented in Table above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Functional Evaluation Criteria

Bidders are evaluated based on the functional criteria set out in this RFQ. Only those Bidders which score [70] points or higher (out of a possible 100) during the functional evaluation will be evaluated during the second stage of the Bid.

Details of the scoring methodology presented above are outlined below:

Functionality Evaluation Matrix & Criteria:

Details of the detailed scoring methodology are presented below:

FUNCTIONALITY EVALUATION FOR – GENERAL INTERNAL AUDIT SERVICES

No	CRITERIA	WIEGHT	SCORES DESCRIPTION AND ALLOCATION
	<p>COMPANY/ORGANISATION EXPERIENCE Demonstrate experience in providing relevant services in line with the selected category. Please provide positive reference letters relevant to the audit, signed whether subcontracting or freelancing, and on the company letterhead, with contact numbers and e-mail address</p>	25	<p>5 or more reference letters (not older than 5 years from the issues of the RFQ) with contactable references clearly outlining experience of audit work completed on High-Value Tender audits worth over R100min an environment of similar magnitude as PRASA. =5</p> <p>3 or 4 reference letters (not older than 5 years) with contactable references clearly outlining experience of audit work completed on High-Value Tender audits worth over R100m in an environment of similar magnitude as PRASA. = 4</p> <p>1 or 2 reference letters (not older than 5 years) with contactable references clearly outlining experience of audit work completed on High-Value Tender audits worth over R100m in an environment of similar magnitude as PRASA. = 3</p> <p>0 reference letters with contactable references clearly outlining experience of audit work completed on High-Value Tender audits in an environment of similar magnitude as PRASA = 0</p>
	<p>Detailed Curriculum Vitae with qualifications and experience with contactable references Directors/ Partner</p>	20	<p>> 8 years senior management experience =5</p> <p>> 7 ≤ 8 years of senior management experience = 4</p> <p>> 6 ≤ 7 years of senior management experience = 3</p>
	<p>Detailed Curriculum Vitae with qualifications and experience with contactable references High-Value Tender specialist at Senior Manager level</p>	20	<p>> 7 years senior management experience = 5</p> <p>> 6 ≤ 7 years of senior management experience = 4</p> <p>> 4 ≤ 6 years of senior management experience = 3</p>

No	CRITERIA	WIEGHT	SCORES DESCRIPTION AND ALLOCATION
	Detailed Curriculum Vitae with qualifications and experience with contactable references Manager	20	<p>> 9 years management experience = 5</p> <p>> 7 ≤ 9 years management experience = 4</p> <p>> 5 ≤ 7 years management experience = 3</p>
	Detailed Curriculum Vitae with qualifications and experience with contactable references Auditor Senior	15	<p>> 9 years internal audit experience = 5</p> <p>> 7 ≤ 9 years internal audit experience = 4</p> <p>> 5 ≤ 6 years internal audit experience = 3</p>
<p>I. Please provide a structure showing the resources that are proposed and their respective positions per bid category.</p> <p>II. Please provide copies of the certification confirming the qualifications from relevant institutions; certified with 6 months from the quotation issue date.</p>			

5.3. STAGE 3: SPECIFIC GOALS

Bidders should provide their price proposal and proof of Specific Goals in an envelope.

The following formula shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this quotation are as follows:

SPECIFIC GOALS	POINTS
1. At least 51% Black owned	10
2. At least 51% Black Women Owned	5
3. At least 51% Black Youth Owned	5
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of.

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and

that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point systems.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to Bidder: The bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)		Number of points claimed (80/20 system) (To be completed by the tenderer)
Black owned 51% Evidence: CIPC Documents / B-BBEE Certificate / Affidavit	10		
Black Women Owned Evidence: Certified copy of Document of the owners	5		
Black Youth Owned Evidence: Certified copy of Document of the owners	5		

6. BILL OF QUANTITY

The bidder MUST provide Hourly Rate (Incl. 15% Vat) per resource and Allocation of Hours and total cost per projects on the table below.

Payments based will be in accordance with applicable rates as approved by national treasury or rates for Auditor General of South Africa and for other professionals as regulated by their institutions.

ITEM	DESCRIPTION	HOURS	HOURLY RATE	TOTAL COST
High-Value Tenders Review				
1	Project Director	50		
2	Senior Manager	150		
3	Manager	200		
4	Senior Auditor	600		
Total Hours		1000		
Total Cost Excl. VAT				

ITEM	DESCRIPTION	HOURS	HOURLY RATE	TOTAL COST
	VAT at 15%			
	Total Cost of Project			

High-Value Tenders Review Total Cost

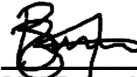
DESCRIPTION	AMOUNT
High-Value Tenders Review	R5 000 000.00
Total Cost for High-Value Tenders Review 15% VAT Exclusive	R4 250 000.00
Total Cost for High-Value Tenders Review 15% VAT Inclusive	R5 000 000.00

PREPARED BY:



Ms. Lusane Nkosi
Internal Audit Manager
DATE: 05 June 2026

APPROVED BY:



Mr. Bonginkosi Zimase
Chief Audit Executive
DATE: 05 June 2026

RECOMMENDED BY:



Ms. Buyiswa Mgozeli
General Manager: Internal Audit
DATE: 05 June 2026

ANNEXURE A: TEMPLATE FOR CONSENT LETTER

Dear Sir/Madam

Permission letter to submit my CV for (insert role) position

I(full names), ID Numbergives (bidder company name) the right to use my Curriculum Vitae for submission at PRASA for RFQ for (insert role) RFQ (insert RFQ number).

Kind regards

(signature) _____

Mr/Ms xxxxxxxxxxxxxx

Date: xxxxxx