

Request for Quotation

**REQUEST FOR A SERVICE PROVIDER TO INVESTIGATE THE ALLEGATIONS OF FRAUD AND CORRUPTION IN THE AARTO CASHIER SERVICES**

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## 1. Purpose

The purpose of this RFQ is to invite quotations from suitably qualified service providers to:

- Conduct an **independent, objective investigation** into allegations of fraud and corruption relating to cashier services; and
- Report findings, conclusions, and recommendations to management.

## 2. Purpose

The Road Traffic Infringement Agency (RTIA) herewith invites quotes from selected service providers to provide the Agency with a quotation to conduct the following two internal audit assignments:

- 1) General and Application Control and IT Governance Review; and

## 3. Requirements

The scope of the audits will encompass, but not limited to the activities listed below:

### 1) INFORMATION TECHNOLOGY REVIEW

#### Application Controls

- Data input is accurate, complete, and authorised.
- Access controls.
- Data is processed as intended in an acceptable time.
- Data stored is accurate and complete.
- Outputs are accurate and complete; and
- A record is maintained that tracks the process of data input output and storage(audit trail)

#### IT Governance

- IT Governance and compliance with Corporate Governance of Information and Communication Technology Policy Framework.
- IT operations, maintenance, and support ; and
- Business application acquisition and project management

### 2) RISK MANAGEMENT REVIEW

- Determine whether the agency's policies and procedures, processes Risk management Strategy are aligned to the ISO 31000 standards.
- Determine whether risks are identified, assessed, mitigated, and monitored.
- Determine whether risk management is integrated into RTIA's strategic and operational planning processes, and into employee's day-to-day activities.
- Review the adequacy and effectiveness of the combine assurance processes.
- Review the adequacy and effectiveness of the BCM processes.
- Review the adequacy and effectiveness of the fraud and corruption management processes.

- Review the processes in place that is use to communicate the risk management plan results to internal and external stakeholders, and whether managers are held accountable for results.

#### 4. Evaluation Criteria

- Service Providers will be evaluated on delivery expertise, approach and methodology, price as well as equity ownership in accordance with the RTIA's supply chain management policies which are in line with the Preferential Procurement Policy Framework 2022 (80/20) PPPFA scoring principles); and
- The contract will be awarded to the service provider obtaining the highest number of points as per the 80/20 preference points system.

#### Deliverables

- Draft Audit Report
- Final signed report
- Complete Audit Files (working papers)

#### 5. Evaluation Criteria

##### 3.1. Evaluation in terms of 80/20 Preference Points System

Service providers will be evaluated on functionality in accordance with the Supply Chain Management Policies except the Preferential Point system (PPPFA).

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the service provider will be required to score a minimum of 70 points (out of the 100 points) e.g. 70% for Functionality in order to qualify and failure to score 70 % the service provider will be disqualified and not proceed to the stage of price.

#### Phase 1: TECHNICAL FUNCTIONALITY

**NB:** The below criteria will be used to evaluate per work stream.

**APPLICABLE VALUES FOR SCORING: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent**

Evaluation Criteria	Functionality	Weight
Company Delivery and Relevant Experience	<p>5 – 10 years and above of IT Audit &amp; Risk Management in the Public Sector)</p> <ul style="list-style-type: none"> <li>• 5 – 6 years = 1</li> <li>• 7 – 8 years = 2</li> <li>• 8 – 9 years = 3</li> </ul>	20

	<ul style="list-style-type: none"> <li>• 9 – 10 years = 4</li> <li>• Above 10 years = 5</li> </ul>	
<p><b>Experience, Qualifications and Skills of Resources of Project Staff:</b></p> <p>Summarised CV's of the proposed team members/consultants which should highlight the relevant experience in similar project and qualifications, and they must be registered with professional bodies like IIA and ISACA</p>	<p><b>5 to 10 years of experience for key project staff members. (Attach CVs and certified copies of qualifications and registration certificate with professional bodies of at least two (2) staff members).</b></p> <ul style="list-style-type: none"> <li>• 9 – 10 years of experience = 5</li> <li>• 8 – 9 years of experience = 4</li> <li>• 7 – 8 years' experience = 3</li> <li>• 6 – 7 years' experience = 2</li> <li>• 5 – 6 years' experience = 1</li> </ul>	<b>20</b>
<p><b>Have at least five (5) contactable references where similar services were previously provided detailing the nature of the contract and provide contact details.</b></p>	<p>A least five (5) contactable reference letters from different organisations as evidence of similar work conducted previously. The letter should indicate the quality of service rendered.</p> <ul style="list-style-type: none"> <li>• 5 letters attached = 5</li> <li>• 4 letters attached = 4</li> <li>• 3 letters attached = 3</li> <li>• 2 letters attached = 2</li> <li>• 1 letter attached = 1</li> </ul>	<b>20</b>
<p><b>Methodology and Approach</b></p>	<ul style="list-style-type: none"> <li>• A comprehensive methodology based on IIA Standards aligned to PFMA (including Treasury Regulations)</li> </ul>	<b>30</b>
<p><b>Certification with Professional bodies</b></p>	<p>Certificate must be attached for one of the following;</p> <ul style="list-style-type: none"> <li>• Certified Internal Auditor (CIA), or</li> <li>• Certified Information Systems Auditor (CISA), or</li> <li>• Certified Control Self Assessor(CCSA)</li> </ul>	<b>10</b>
<p><b>Total Points</b></p>		<b>100</b>
<p><b>Minimum Required Score</b></p>		<b>70</b>

**NB.:** The Bids that fail to achieve a minimum of **70** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated further on Price and Special goals.

**Phase: 2 Price and Special Goals**

**Table 1:** Specific goals for the tender and points claimed are indicated as per the table below: (**Note to organs of state:** Where either the 90/10 or the 80/20 preference point system is applicable, corresponding points must be indicated as such. **Note to RFQ:** The request for quotations 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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution.	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	3		

NB: Source documents for claiming of points: Prove of company registration, ID copies of women in the company and their positions, medical report as well as prove of residence.

- 3.2. Failure on the part of the bidder to comply with the above will be deemed that preference points for are not claimed and will therefore be allocated a zero (0).
- 3.3 The points scored will be rounded off to the nearest 2 decimals.
- 3.4. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preferences points
- 3.5 equal points including equal preference points for HDI'S the contract will be awarded to the bidder scoring the highest for functionality.
- 3.6. Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.
- 3.7 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

**6. Submission of proposals**

Bidders must furnish the following information as part of the bid response:

- Signed SBD 4 and SBD 6.1 forms, valid Tax Compliance Certificate and CSD report must be submitted.
- A company profile that highlights previous relevant experience including reference to previous similar projects/ assignments;
- A detailed list of at least five (5) current and completed contracts/projects with references that specify the institution name, contact details and nature of the contract.
- Methodology and Approach.
- Summarised CVs of the two (2) proposed team member(s) which should highlight the relevant experience in similar projects and qualifications; and
- Proof of registration with any professional bodies where necessary.

**The following conditions will be applied:**

- This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions.
- It is a condition of this Bid that the tax status of the Bidder must be Compliant at any point in time from the closing date of the Bid. The tax status will be verified on Central Supplier Database and SARS eFiling Systems. Where Consortia / Joint Ventures / Sub-contractors are involved, the tax status of each party must also be Compliant at any point in time from the closing date of the Bid.
- All price(s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period. VAT must be shown separately. Price (s) quoted must be valid for the at least thirty (30) days from the closing date of the quotation and a firm delivery period must be indicated; and

Please note that failure to complete and sign all bids documentation and or to submit all of the above mentioned documentation as requested will result in bidder's bid being automatically disqualified.

**5. Right to appoint**

The Agency reserves the right not to appoint a service provider, if it is established that no proposal meets the requirements.

**6. Closing Date & submission of quotes**

- 6.1 Quotes are expected to be submitted no later than 16h00pm on 18 February 2026.
- 6.2 The successful bidder will be informed subject to the approval of the process
- 6.3 Quotes may be submitted electronically by e-mail to [quotes@rtia.co.za](mailto:quotes@rtia.co.za).

## **7. Enquiries and more information**

All enquiries and requests for more information should be directed to the sender by email. The response will be distributed to all the prospective bidders by email so that every bidder has the same information.