RFQ DOCUMENT

REQUEST FOR QUOTATIONS TO CONDUCT AN EXTERNAL QUALITY ASSURENCE REVIEW FOR THE INTERNAL AUDIT FUNCTION WITHIN THE DEPARTMENT OF HUMAN SETTLEMENTS

QUOTE NUMBER	: OTH10/25
CLOSING DATE	: 10 July 2025
TIME	: 10:00
VALIDITY PERIOD	: 60 DAYS

NB: All documents must be completed with original black ink

All bidders must indicate their CSD Registration number: ____________________

Total Quote price (as included in SBD 3.3) ____________________

RFQ ADVERT DATE:	01 JULY 2025
RFQ NUMBER	OTH10/25
TITLE OF RFQ	REQUEST FOR QUOTATIONS TO CONDUCT AN EXTERNAL QUALITY ASSURENCE REVIEW FOR THE INTERNAL AUDIT FUNCTION WITHIN THE DEPARTMENT OF HUMAN SETTLEMENTS
EMPLOYER	FREE STATE HUMAN SETTLEMENTS (FSHS)
POSTAL ADDRESS	P.O BOX 247
TOWN/CITY	BLOEMFONTEIN
CODE	9300
PHYSICAL ADDRESS1	OR TAMBO BUILDING,
PHYSICAL ADDRESS2	7TH FLOOR
PHYSICAL ADDRESS3	CNR ST ANDREW AND MARKGRAAFF STREETS
PHYSICAL ADDRESS4	9301
E-MAIL:	shalati@fshs.gov.za
CLOSURE DATE	10 JULY 2025
CLOSURE TIME(CAT)	10H00
TENDER BOX LOCATION	NB: QUOTATIONS MUST BE DEPOSITED AT THE FREE STATE DEPARTMENT OF HUMAN SETTLEMENTS TENDER BOX, GROUND FLOOR, OR TAMBO BUILDING, CNR MAKRAAFF AND ST ANDREWS STREET. **E-MAILED QUOTATIONS WILL NOT BE CONSIDERED**
SCM ENQUIRIES CONTACT PERSON	SHALATI NTSANWISI: shalati@fshs.gov.za

SECTION A:

STANDARD BIDDING DOCUMENTS

SBD.1

INVITATION OF BID

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	OTH10/25	CLOSING DATE:	10 JULY 2025	CLOSING TIME:	10H00
DESCRIPTION	REQUEST FOR QUOTATIONS TO CONDUCT AN EXTERNAL QUALITY ASSURENCE REVIEW FOR THE INTERNAL AUDIT FUNCTION WITHIN THE DEPARTMENT OF HUMAN SETTLEMENTS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
QUOTATION BOX ON THE GROUND FLOOR, OR TAMBO BUILDING, CNR MARKGRAAFF AND ST ANDREWS STREET, BLOEMFONTEIN, 9301					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Shalati Ntsanwisi**	CONTACT PERSON	**Olebogeng Themba**
TELEPHONE NUMBER	**077 602 1551**	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**quotations@fshs.gov.za**	E-MAIL ADDRESS	**olebogeng@fshs.gov.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		***ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?***	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN SERVICE LEVEL AGREEMENT.**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……………………………………………
(Proof of authority must be submitted e.g. company resolution)

DATE: ……………………………………………..

SBD 3.3 PRICING SCHEDULE (PROFESSIONAL SERIVICES)

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ……………………………………………………………………………………………BID NO.: …HS OTH10/25…………………

CLOSING TIME 10:00 **CLOSING DATE:** 10 JULY 2025

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1.	The accompanying information must be used for the formulation of proposals.	
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R………..………………………………
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)	

4. PERSON AND POSITION

PERSON AND POSITION	HOURLY RATE	DAILY RATE
--	R------------------	-------------------
--	R------------------	-------------------
--	R------------------	-------------------
--	R------------------	-------------------
--	R------------------	-------------------
--	R------------------	------------------5. PHASES

ACCORDING TO WHICH THE PROJECT WILL BE

COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

--	R------------------	------------------days
--	R------------------	------------------days
--	R------------------	------------------ days
--	R------------------	------------------ days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
---	--------------------	------------------	R-----------------
---	---------------------	------------------	R-----------------
---	----------------------	------------------	R----------------
---	-----------------------	------------------	R-----------------
---	------------------------	------------------	R-----------------
---	------------------------	-----------------	R-----------------

TOTAL: R…………………………………………………

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
---	--------------------	------------------	R-----------------
---	---------------------	------------------	R-----------------
---	----------------------	------------------	R----------------
---	-----------------------	------------------	R-----------------
---	------------------------	------------------	R-----------------
---	------------------------	-----------------	R-----------------

TOTAL: R…………………………………………………

6. Period required for commencement with project after acceptance of bid ……………………………………

7. Estimated man-days for completion of project ………………………………………

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

…………………………………………………………………
…………………………………………………………………

SBD.4

BIDDERS DISCLOSURE

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
………………………………………………………………………………………
………………………………………………………………………………………

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

………………………………………………………………………………
………………………………………………………………………………

3. DECLARATION

I, the undersigned, (name)………………………………………………………………………. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BEFALSE.

……………………………… ..……………………………………………
Signature Date

……………………………… ………………………………………………
Position Name of bidder

SBD 6.1
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. 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 system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer 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)	Supporting documents to be attached as a proof of points claimed
Women Ownership - **≥ 51%**	10		Sworn affidavit in the DTIC format or SANAS approved BBBEE certificate
Youth Ownership - **≥ 51%**	10		Sworn affidavit in the DTIC format or SANAS approved BBBEE certificate
Total	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……………………………………………………………………….

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and

4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

…………………………………………

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………………

DATE: ……………………………………………………………

ADDRESS: ……………………………………………………………

……………………………………………………………

……………………………………………………………

SECTION B:

TERMS OF REFERENCE

1. INTRODUCTION

This document forms the basis of a specification for the procurement of an External Quality Assessment (EQA) of the Internal Audit Function of the Free State Department of Human Settlements. The document sets out the key requirements that are included in the specification along with a description of the services required.

2. BACKGROUND

The most comprehensive external assessment approach is the **Full-Scope External Quality Assessment (EQA)** which supports not only **Conformance to Standard 8.4,** External Quality Assessment but also provides an objective assessment of the internal audit function's effectiveness, while enabling the internal audit function to better meet and exceed the expectations of stakeholders throughout the department.

The Public Sector Internal Audit standards set out that an EQA must be performed by an independent body once every five years.

The International Standards for the Professional Practice of Internal Auditing requires the following:

- ***Std. 8.3*** *- The Chief Audit Executive must develop and maintain a quality assurance and improvement program that covers all aspects in the Internal Audit Function.*

- ***Std. 8.4*** *- External assessments must be conducted at least once every five years by a qualified independent assessor or assessment team from outside the organization.*

3. PURPOSE

To procure a suitable service provider, to conduct an independent, Full-Scope External Quality Assessment (EQA) in line with the Quality Assessment Manual, issued by the Institute of Internal Auditors.

This review should be completed within 2 months.

4. OBJECTIVE\DELIVERABLES (SCOPE OF WORK)

To facilitate a consistent level of review the Institute of Internal Auditors has developed an Internal Audit Quality Assessment Framework which sets out process and defined statements of good practice against which assessment should be conducted.

The Internal Audit Function is to be reviewed as part of this EQA which comprises of the following:

- Provided a clear description of the Internal Audit Function (IAF) to be reviewed including but not limited to the
- Assess the IAF conformity to The Institute of Internal Auditor's International Professional Practices Framework including the Standards for the Professional Practice of Internal Auditing (Standards),
- Mission and Vision of the IAF,
- Definition of Internal Audit,
- Core Principles and Code of Ethics of the IAF.
- Evaluate the IAF efficiency and effectiveness in carrying out its mission (as set forth in its charter and expressed in the expectations of the Audit Committee).
- Offer advice and recommendations to enhance the management and work processes of the IAF as well as its value to the client, where appropriate,
- Assist the IAF in its pursuit of adding value and consulting services,
- size of the IAF - number of staff,
- bodies audited and number of reviews performed on an annual basis,
- details of any outsourced/co-sourced arrangement,
- position/locations of the IAF in the Department,
- reporting lines,
- Recipients/owner of the final report,
- any key dates that need to be met as well as
- definition of the Chief Audit Executive for the purposes of the review.

Note - Where the internal audit service has been outsourced to the extent permitted, audit work from the provider should be included. In the event that existing contracts preclude the work of the external provider, this limitation should be made explicit.

Key Inputs/ Requirements

- Planning
- Off-site work
- On-site work
- Evaluation and reporting

5. REQUIREMENTS (SPECIFICATIONS)

Team leader must be a Certified Internal Auditor (CIA), Knowledge of leading internal audit practices, Sufficient, recent experience in the practice of internal auditing at management level,

All team members must be affiliated with the Institute of Internal Auditors, South Africa (in good standing).

The qualified assessor or assessment team must demonstrate competence in two areas:

- The professional practice of internal auditing; and
- The external assessment process.

The competence must be demonstrated through a mixture of experience (completed QAR project/s) and theoretical learning (successful completion of the training course on performing an effective quality assessment will be an added advantage).

Experience gained in organizations of similar size, complexity, sector or industry and technical issues.

The reference letters from at least three clients of which at least two should be from the public sector. We will require the name of the client, the responsible manager, his/her position, contact telephone numbers, description of work performed and dates of engagement.

The references must be contactable and also be able to provide the Department of Human Settlements with the required information.

Costing should include all expenses and applicable taxes (including estimated hours, disbursements, presentation of the final report to management and Audit Committee, etc).

The Service Provider is required to perform a review of the Internal Audit Function in accordance with the Internal Audit Quality Assessment Framework (IAQAF).

It is envisaged that this would be carried out by:

- interviews with key internal audit stakeholders (suggested interview list to be detailed);
- meetings with the Chief Audit Executive and members of the internal audit team as required;
- an electronic questionnaire to be sent to a wide range of 'customers' (as set out in the IAQAF)
- a review of key documentation to understand the current processes to include Audit Plan, Charter, Audit Committee Reports, Internal Audit Function's reports and a sample of working paper files (sample size to be defined or to be a question for the potential Service Providers). This should also include an overview of the process used by Group Assurance to ensure that actions are dealt with on a timely basis;

- evaluation of the IAF against the IAQAF including consideration of best practice and the Institute of Internal Audit Standards and Code of Ethics as appropriate.
- presentation of key findings and recommendations to (recipient to be defined);
- A completed written IAQAF assessment including recommendations.

Due to the sensitive nature of information within The Department of Human Settlements, the service provider must be prepared to go through the process of security clearance and background checks prior to appointment. The awarding of the contract should be subject to a positive security screening.

The service provider will be expected to sign a Service Level Agreement with the Department.

Any project team member replacement at the time of contract implementation can only be acceptable with equivalent credentials/ competence.

The Department warrants the service providers that the submitted documents will be treated with confidentiality.

6. SERVICE PROVIDER SELECTION CRITERIA

Service Providers should set out their responses to the following requirements:

- This method provides for a qualified, independent team led by an experienced audit professional such as the Certified Internal Auditor
- Confirm your Independence from the Internal Audit Function to be reviewed
- Detail your understanding of internal audit across government and your experience of working with government departments
- Experience of the proposed team performing the review
- Experience of similar engagements
- Proposed approach to completing the IAQAF
- Detail your ability to deploy electronic questionnaire
- Indicative timings for planning, execution and reporting
- Detail the proposed pricing structure
- Detail any conflicts or limitations in your ability to perform the EQA including any restrictions on your ability to undertake reviews of outsourced and co-sourced partner

7. EVALUATION CRITERION

Received quotations will be evaluated on functionality, whereby potential service providers are **expected to score minimum points of 70 out of 100 for functionality**. Failure to score the required minimum requirements then the bidder will be disqualified.

CRITERIA	PROOF TO BE SUBMITTED	WEIGHT
Experience	Quality Audit Review Projects completed **Documents to be submitted:** **Signed reference letters from the bidder's clients.** Five (5) reference Letters and more **(Minimum of two letters must be from the Public Sector)** = 30 points; Four (4) reference letters **(Minimum of two letters must be from the Public Sector)** = 20 points; Three (3) reference letters **(Minimum of two letters must be from the Public Sector)** = 15 points; Two (2) reference letters **or** more from private sector only = 10 points; Less than (2) reference letter = 0 points	30
Expertise/Competencies	Team Leader must possess a CIA Certification = 35 points; **Documented proof must be attached to substantiate points claimed.** (i.e. Certificate and verifiable document that indicates credentials of the team leader). All team member/s must be members in good standing with the with IIA, SA = 10 Points **Documented proof must be attached to substantiate points claimed.** (i.e.: Confirmation letter from IIA, SA. Internal Audit experience = 5 points; **Documented proof must be attached to substantiate points claimed.** (i.e.: CV's for both the team leader and the team members). (Please take note that internal audit experience will be allocated 0-5 points depending on the necessary technical expertise).	50

Methodology	A detailed methodology on how the project will be executed must be attached. The methodology must be in line with the Quality Assessment Manual for the Internal Audit Function and indicate how the following processes will be executed (including time frames): • Planning • Off-site work • On-site work • Evaluation and Reporting (please take note that methodology will be allocated 0 - 20 points depending on how well the bidder has covered important project elements. 0 points will be allocated for non-submission)	20
Total		100

NB: The evaluation criteria on functionality *(separate from price and BBBEE)* will be as follow

Proposals will then be evaluated using 80/20 preference points system, as the anticipated project cost for the request for proposal is below R1 000 000.00.

8. CONTRACTUAL OBLIGATIONS

The appointed company or institution will enter a formal contract with the Free State Department of Human Settlements. The contract will include clauses related to confidentiality, intellectual property rights, conflict of interest, and other relevant terms and conditions.

9. SUBMISSION DEADLINE

Proposals should be submitted at **O.R Tambo Building** (in the tender box) situated on Ground floor at the address mentioned below. It is the responsibility of the prospective supplier to ensure that the bid document is deposited in the tender box before **10H00 on 10 July 2025. No late submission will be accepted.**

Address for Submission:
O R Tambo House,
Cnr Markgraaff and St Andrews,
Bloemfontein,
9300

If a courier service company is being used for delivery of the proposal document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, as mentioned above.

The Department will not be held liable for loss of documents by courier services.

10. OFFICIALS PROHIBITED FROM SUBMITTING BIDS

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Government or a public entity may not have a business interest in any entity conducting business with the Provincial Government.

11. TERMINATION RIGHTS

An agreement can be terminated by a participant on grounds of poor service delivery or any other breach by the bidder.

Department of Human Settlements will be in a position to terminate an agreement without honouring the outstanding months where after following the prescribed remedial process stipulated in the agreement and agreement between the bidder and the Department of Human Settlements; it is proven that the bidder failed to remedy the poor provision of service.

12. AGREEMENTS

The Service Provider(s) will be expected to sign a framework agreement with the Free State Human Settlement. The Service Level Agreement will be subject to the bid documents, including the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC).

13. SETTLEMENT OF DISPUTES

Notwithstanding clause 27 of the GCC, mediation proceedings will not be applicable to this contract

14. ACCEPTANCE OF THE TERMS OF REFERENCE AND GENERAL CONDITIONS OF CONTRACT

Failure to accept the Terms of Reference and the General Conditions of Contract or any part thereof, may result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions; as such amendments or inclusions will result in disqualification of the bid.

THE BIDDER MUST COMPLETE THE FOLLOWING:

I ______________________________in my capacity as ____________________ of the

Company, hereby certifies that I take note and accept the above-mentioned Special

Conditions of the Contract.

____________________ ____________________

SIGNATURE CAPACITY

Contact person of company: ____

Tel. of company: (____)____________________ Fax of company: (___)______________