15. FUNCTIONALITY EVALUATION.

15.1 Bids received will be evaluated according to the following requirements as listed in the table below.

15.2 Bidders who score less than 65% out of 100% on the functionality requirements listed below will be disqualified and will not be considered for further evaluation**.**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION AND SCORING	WEIGHT
Company Experience	**The Bidder must have relevant experience of with a minimum of 4 years or more years in the Internal Audit in the public sector.** **1.** Less than 4 years' experience in Internal audit services in the public sector **(0 point)** **2.** 4 years' experience in Internal audit services in the public sector **(1 point).** **3.** 4 to 5 years' relevant experience in Internal audit services in the public sector **(2 points)**. **4.** 6 to 7 years' relevant experience in Internal Audit services in the public sector **(3 points).** **5.** 8 years' relevant experience in Internal Audit services in the public sector **(4 points)**. **6.** More than 8 years' relevant experience in Internal Audit services in the public sector **(5 points).** Refer to **<u>Annexure A/Table A (Section 15.3)</u>** below to complete schedule of projects completed. **Failure to complete the table below will be regarded as non-responsive in terms of company experience criteria.** The CSOS reserves the right to verify the experience claimed from the companies listed below.	**30**

References	Reference letters must be on the client's letterhead or client's assessment forms, indicating the period of the **work done (Startand End Date) in Internal Audit (Public Sector), signed and dated. Non-public sector experience will not be considered,and the reference letters should correspond with the Company Experience.** **1.** 0 reference letter detailing as per criteria = 0 points **2.** 1 reference letter detailing as per criteria =1 point **3.** 2 reference letters detailing as per criteria =2 points **4.** 3 reference letters detailing as per criteria =3 points **5.** 4 references letters detailing as per criteria =4 points **6.** 5 letters and above detailing as per criteria = 5 points **Refer to Table 1 (Section 15.4) below to complete assessment of bidder's performance by independent reference where letter cannot be provided.** The CSOS reserves the right to verify the assessment of bidder's performance information provided by the bidder.	**10**

Approach/ Methodology	**Provide Internal audit approach/methodology clearly detailing the description of tasks and activities in line with sections 6.1 to 6.12 of the scope of work.** 1. No proposed approach/methodology detailed in the proposal (0 points) 2. The proposed methodology address 3 of 12 of the activities in line with section 6.1 to 6.12 of the scope of work (1 point). 3. The proposed methodology address 6 of 12 of the activities in line with section 6.1 to 6.12. of the scope of work (2 points). 4. The proposed methodology address 9 of 12 of the activities in line with section 6.1 to 6.12 of the scope of work (3 points). 5. The proposed methodology address 11of 12 of the activities in line with section 6.1 to 6.12 of the scope of work (4 points). 6. The proposed methodology address 12 of the activities in line with section 6.1 to 6.12 of the scope of work (5 points).	**35**

14**Experience and qualifications of Team Leader/Direct or Engagement Partner (to be supported by original certified copies of certificates and qualifications**	**Provide a detailed CV demonstrating Internal Audit or similar experience in the Public Sector and CA/CIA qualification for Team Leader/Director/Engagement Partner. (Original certified copy). NB: CVs will not be evaluated without the copies of the original certified qualifications.** **Team Leader/Director/Engagement Partner with relevant experience /No experience in Internal Audit in Internal audit in the public sector and no original certified qualifications attached / does not meet the required qualifications (0 points)** 1. **Team Leader/Director/Engagement Partner** with CA qualification or CIA qualification or Honors/BTech in Accounting/Auditing and CV demonstrating experience in Internal audit or similar experience in the public sector with lessthan 5 years' experience (1 point) 2. **Team Leader/Director/Engagement Partner** with qualification / CIA qualification or Honors/BTech Accounting/Auditing and CV demonstrating experience in Internal Audit or similar experience in the public sector with 5years' experience (2 points). 3. **Team Leader/Director/Engagement Partner** with CA qualification or CIA qualification or Honors/BTech in Accounting/Auditing and CV demonstrating in Internal auditor similar experience in the public sector with 6-7 years' experience (3 points) 4. **Team Leader/Director/Engagement Partner** with CA qualification or CIA qualification and CV demonstrating CA/CIA with 8-9 years' experience in Internal audit or similar experience in public sector (4 points) 5. **Team Leader/Director/Engagement Partner** with CA qualification or CIA qualification and CV demonstrating CA/CIA with 10 years 'or more experience in Internal audit or similar experience in public sector (5 points)	**10**

Experience and qualifications of Project Team (to be supported by original certified copies of certificates and qualifications	Proposals should clearly indicate whether bid participants have internal capacity to meet the requirements of the TOR. Provide detailed CV of five (5) team members with Diploma or Degree in Accounting/Auditing qualifications to be working on the project, including team members consisting of the following: **(Copy of the original certified) NB: CVs will not be evaluated without the copies of the original certified qualifications. CSOS reserves the right to request more team members on an ad-hoc basis.** **1.** No CVs submitted for five (5) team members and team members qualifications are not equivalent to internal audit or accounting qualification /no original certified qualifications attached **(0 points)** **2.** CV of five (5) team members with original certified Diploma or Degree in Accounting/Auditing qualification, each without internal audit or similar experience in public Sector **(1 point)** **3.** CV of five (5) team members with original certified Diploma or Degree in Accounting/Auditing, each with less than 3 years' internal audit or similar experience in public sector **(2 points)** **4.** CV of five (5) team members with original certified Diploma or Degree in Accounting/Auditing, each with 3 years' internal audit or similar experience in public sector **(3 points)** **5.** CV of five (5) team members with original certified Diploma or Degree in Accounting/Auditing, each with 4 years' internal audit or similar experience in public sector **(4 points)** **6.** CV of five (5) team members with original certified Diploma or Degree in Accounting/Auditing, each with 5 or more years' internal audit or similar experience in public sector **(5 points)**	**10**

Experience and qualifications of IT Auditor (to be supported by original certified copies of certificates andqualifications	**Skills and competencies of the IT Auditor in the public sector industry.** Provide CV detailing experience in IT Audit in the Public Sector and certified copies of proof of registration. /Certification-CISA with Diploma or Degree in Information Systems **1.** Failure to submit a CV of an IT Auditor and the IT Auditor does not meet the qualifications and experience requirement (**0 points)** **2.** IT Auditor with Diploma or Degree in Information Systems and no proof of registration/ Certification-CISA with 1- 2 years of similar experience in public Sector **(1 point).** **3.** IT Auditor with Diploma or Degree in Information Systems with proof of registration /Certification-CISA with 2-4 years internal audit or similar experience in public Sector**(2 points).** **4.** IT Auditor with Diploma or Degree in Information Systems with proof of registration /Certification-CISA with 4 - 5 years **or** similar experience in public sector **(3 points).** **5.** IT Auditor with Diploma or Degree in Information Systems with proof of registration /Certification- CISA with 5 - 6 years IT Audit or similar experience in public sector **(4 points).** **6.** IT Auditor with Diploma or Degree in Information Systems with proof of registration /Certification - CISA with 6 years or more IT Audit or similar experience in public sector **(5 points).** **NB: CVs will not be evaluated without the copies of the original certified qualifications.**	**5**
	Threshold	**65**
Total		**100**

15.3 TABLE A / ANNEXURE A

Company experience (Reference Table)						
Please fill in details of previous similar projects done						
Client Name	Client Contact Person	Client Email	Client Phone Number	Description of work done and environment	Start Date	End Date

N/B: Annexure A/Table A above can be duplicated but format should not be amended.

15.4 TABLE:1 - ASSESSMENT OF BIDDER'S PERFORMANCE BY INDEPENDENT REFERENCE

(This form **must** be sent to the bidders' previous clients to give reference to projects completed as explained in the evaluation criteria in the absence of a signed referenceletter. All assessment forms must then be attached with the tender submission.)

Name of Bidder	
Value of Contract	
Date of Commencement	
Contract Duration	
Contract Completion Date	

Services Provided (As per the scope of work)	**Tick**

Your assessment of the Contractor's performance in the following areas: Please tick one of the blocks on the right-hand side. 1 = Poor; 5 = Excellent	**1**	**2**	**3**	**4**	**5**
Turn-around times					
Quality of feedback					
Accessibility and availability					
Reliability					
Customer satisfaction					
1 = Poor; 2 = Unsatisfactory; 3 = Average; 4 = Good; 5 = Excellent					

COMMENTS:

Name of Person Completing this Assessment Form	
Representing Firm	
Telephone Number	
Email Address	
Date of Assessment	
SIGNATURE OF OFFICIAL RESPONSIBLE FOR COMPLETING THE ASSESSMENT FORM	

***N/B: Table 1 above can be duplicated but format should not be amended.**