

EVALUATION CRITERIA

THE APPOINTMENT OF A PANEL OF INTERNAL AUDIT AND FORENSIC SERVICE PROVIDERS IN A CO-SOURCED CAPACITY FOR THE CEF GROUP FOR A PERIOD OF THREE (3) YEARS.

1. EVALUATION CRITERIA

The bids shall be evaluated in two stages on mandatory evaluation criteria and technical evaluation criteria:

1.1 Phase 1

Mandatory Requirements

At this phase, bidder's responses are reviewed against the below mandatory requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified, and not be considered for further evaluation on Technical Requirements.**

Firms/Service Providers must meet the following minimum requirements for Internal Audit Services:

Mandatory	Comply	Not Comply
PROOF OF ACCREDITATION <u>A partner or director or team leader must be registered with any</u> of the following professional bodies: <ul style="list-style-type: none"> • Institute of Risk Management South Africa (IRMSA). • Independent Regulatory Board for Auditors (IRBA). • South African Institute of Chartered Accountants (SAICA). • Information Systems Audit and Control Association (ISACA) membership of the IT Director. • Southern African Institute of Government Auditors (SAIGA). 		
NB: Provide proof in form of certification Substantiate/Comment		

Mandatory	Comply	Not Comply
PROOF OF QUALIFICATION The key member Director or Partner or team leader must be Chartered Accountant – CA (SA) / Certified Internal Auditor (CIA) (Institute of Internal auditors). NB: Provide proof in form of certification/SAICA or CIA number.		
Substantiate/Comment		

Firms/Service Providers must meet the following minimum requirements for Forensic Services:

Mandatory	Comply	Not Comply
PROOF OF ACCREDITATION <u>A partner or director or team leader must be registered with</u> the following professional body: <ul style="list-style-type: none"> • Associated of Certified Fraud Examiners (ACFE). NB: Provide proof in form of certification CFE		
Substantiate/ Comment		

1.2 Phase 2

TECHNICAL EVALUATION

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified. Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**.

Technical evaluation criteria for Internal Auditing services:

Evaluation Criteria	Document as Evidence	Score	Weighting %
Capacity to execute the Scope of Work relevant to internal audit services. Capacity to execute the Internal Audit Scope of Work services-Team Structure The team is composed of at least Engagement partner/director, internal audit manager and 2 other team members (Senior Internal Auditors). Provide proposal with team structure for internal audit service bided for and the roles and responsibilities. Note: the following scoring matrix will be used to evaluate this criteria:			
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	Team structure and roles and responsibilities for the internal audit as per proposal submitted	5	10%
The team is composed of at least Engagement partner/director, manager and 3 other team members		4	
The team is composed of at least Engagement partner/director, manager and 2 other team members		3	
The team is composed of at least Engagement partner/director, manager and 1 other team member		2	
The team is composed of at least Engagement partner/director, manager and no other team member		1	
No team structure submitted		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of Bidder the (Company). Company Experience – Organisation Level <p>The bidder must have successfully completed internal audit projects in the past.</p> <p>The bidder must submit, as part of its proposal, the following:</p> <p>Details of internal audit projects completed in the last 5 years. Please refer to Table (A) Annexure B of this document for the format in which the required information must be provided.</p> <p>The bidder must submit reference letters from their clients stating the specific internal audit projects.</p> <p>The reference letter must not be older than 36 months, signed and must be on the client's letterhead.</p> <p>Note: the following scoring matrix will be used to evaluate this criteria:</p>			
7 or more Projects completed with signed reference letters	Provide reference letter/s in client letterhead	5	20%
6 Projects completed with signed reference letters		4	
5 Projects completed with signed reference letters		3	
3 Projects completed with signed reference letters		2	
>Less than 3 projects completed with signed reference letters		1	
No similar projects completed		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of the Engagement Partner or Director <p>The Engagement Partner or Director assigned to the project must have extensive experience in internal audit advisory service.</p> <p>Please provide CV of the Engagement Partner or Director clearly listing the name of clients and work done, The CV's must be of the people listed in the team structure.</p>			

Note: the following scoring matrix will be used to evaluate this criteria:

7 or more projects completed	CV of the Engagement Partner/ Director clearly listing the name of clients, contact details and work done	5	20%
6 Projects completed		4	
5 Projects completed		3	
3 Projects completed		2	
>Less than 3 projects completed		1	
No similar projects completed		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of the Manager or Senior Manager The Manager assigned to the project must have extensive internal auditing experience. Please provide CV of the Manager or Senior Manager clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure. Note: the following scoring matrix will be used to evaluate this criteria:			
7 or more projects completed	CV of the Manager or Senior Manager clearly listing the name of clients, contact details and work done	5	25%
6 Projects completed		4	
5 Projects completed		3	
3 Projects completed		2	
>Less than 3 projects completed		1	
No similar projects completed		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of the Proposed Team (Senior Internal Auditors). Experience of the Proposed Team The Proposed Team assigned to the project must have extensive internal audit experienter. Please provide CV of the Proposed Team clearly listing the name of clients and work done. Note: the following scoring matrix will be used to evaluate this criteria:			
5 or more similar projects completed	CV of the Proposed Team clearly listing the name of clients, contact details and work done	5	25%
4 Similar projects completed		4	
3 Similar projects completed		3	
2 Similar projects completed		2	
1 Similar project completed		1	
0 Similar project completed		0	

Technical evaluation criteria for Forensic Auditing services:

Evaluation Criteria	Document as Evidence	Score	Weighting %
Capacity to execute the Scope of Work relevant to forensic services. Capacity to execute the Forensic Scope of Work services-Team Structure The team is composed of at least Engagement partner or director, manager and 2 other team members (Senior Forensic Investigators). Provide proposal with team structure for forensic service bided for and the roles and responsibilities. Note: the following scoring matrix will be used to evaluate this criteria:			
The team is composed of at least Engagement partner/director, manager and more than 3 other team members	Team structure and roles and responsibilities for the forensic as	5	10%
The team is composed of at least Engagement partner/director, manager and 3 other team members		4	

The team is composed of at least Engagement partner/director, manager and 2 other team members	per proposal submitted	3	
The team is composed of at least Engagement partner/director, manager and 1 other team member		2	
The team is composed of at least Engagement partner/director, manager and no other team member		1	
No team structure submitted		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of Bidder the (Company) Company Experience – Organisational level The bidder must have successfully completed forensic investigation projects in the past. The bidder must submit, as part of its proposal, the following: Details of forensic projects completed in the last 5 years. Please refer to Table (A) Annexure B of this document for the format in which the required information must be provided. The bidder must submit reference letters from their clients stating the specific internal audit projects. The reference letter must not be older than 36 months, signed and must be on the client's letterhead. Note: the following scoring matrix will be used to evaluate this criteria:			
7 or more Projects completed with signed reference letters	Reference letters	5	20%
6 Projects completed with signed reference letters		4	
5 Projects completed with signed reference letters		3	
3 Projects completed with signed reference letters		2	
>Less than 3 projects completed with signed reference letters		1	
No similar projects completed		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of the Engagement Partner or Director The Engagement Partner/Director assigned to the project must have extensive experience in forensic investigation. Please provide CV of the Engagement Partner/Director clearly listing the name of clients and work done, The CV's must be of the people listed in the team structure. Note: the following scoring matrix will be used to evaluate this criteria:			
7 or more projects completed	CV of the Engagement Partner/ Director clearly listing the name of clients, contact details and work done	5	20%
6 Projects completed		4	
5 Projects completed		3	
3 Projects completed		2	
>Less than 3 projects completed		1	
No similar projects completed		0	

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of the Manager/ Senior Manager The Manager assigned to the project must have extensive experience in forensic investigation Please provide CV of the Manager/ Senior Manager clearly listing the name of clients and work done. The CV's must be of the people listed in the team structure. Note: the following scoring matrix will be used to evaluate this criteria:			
7 or more projects completed	CV of the Manager/ Senior Manager clearly listing the name of clients,	5	25%
6 Projects completed		4	
5 Projects completed		3	
3 Projects completed		2	
>Less than 3 projects completed		1	

No similar projects completed	contact details and work done	0	
-------------------------------	-------------------------------	---	--

Evaluation Criteria	Document as Evidence	Score	Weighting %
Experience of the Proposed Team (Senior Forensic Investigators) Experience of the Proposed Team The Proposed Team assigned to the project must have extensive experience forensic investigation. Please provide CV of the Proposed Team clearly listing the name of clients and work done. Note: the following scoring matrix will be used to evaluate this criteria:			
5 or more similar projects completed	CV of the Proposed Team clearly listing the name of clients, contact details and work done	5	25%
4 Similar projects completed		4	
3 Similar projects completed		3	
2 Similar projects completed		2	
1 Similar project completed		1	
0 Similar project completed		0	

Note: Commercial Evaluation Criteria is not applicable for a Panel Appointment.

