Driving Licence Card Account
Department: Transport
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

Request Details

RFQ Number Request Specifications	**RFQ No: DLCA/02/2025** SCM is hereby requesting your company to provide DLCA with a quotation of Internal Audit Services for a period of Twelve (12) Months
Delivery address	459B Tsitsa Street, Erasmuskloof Pretoria 0048
Billing address	459B Tsitsa Street, Erasmuskloof Pretoria 0048

Closing details

Closing date of quote	04 June 2025 at 11HOO
Quotes to be e-mail to:	Quotations@dlca.gov.za

Quotation Return Instructions

1 Please ensure that the quote is addressed to DLCA in a PDF format.

2 Prices quoted should include all costs including delivery costs and VAT.

3 Please ensure that the invoice/delivery note is submitted to DLCA on the day of delivery of goods or services, for payment thereafter.

4 **Please scan and e-mail your quotation together with a CSD Report and a B-BBEE RATING CERTIFICATE for evaluation purpose**

5 **For any enquiries please contact:**
Tyron Mkhari - 012 347 2522

REQUEST FOR QUOTATION (RFQ)

Requirement list

Quantity	Item description
	DLCA is looking for a Company to provide Internal Audit for a period of Twelve (12) Months **(Refer to Terms of reference Attached)**
TOTAL	

Conditions

- DLCA does not bind itself into accepting the lowest quote nor making an appointment from presentations, proposals/quotations received.
- DLCA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and quotations or not to make any appointment at all and also reserves the right to appoint more than 1 service provider.
- DLCA reserves the right to negotiate the quoted amount with the winning bidder.
- The DLCA reserve the right not to award the tender.
- Should this transaction exceed R30k including all applicable taxes, the 80/20 point system will be applied as follows (80 price; 20 Preference points).
- Preferential procurement principles will be applied according to the stated policies of the department.
- Any conditions imposed by the Service Provider that is restrictive or contrary to any part of these Terms of Reference will automatically disqualify the Service Provider.
- The Service provider will be held liable for any damage or loss suffered by the entity, because of the Service Provider's own or his/her employees' negligence or intent, which originated at the site.
- The Service Provider will have to pay damages or replace any stolen item damaged or stolen due to the negligence or intent of the Service Provider's own employees.
- The Service Provider must, at his/her own expenses, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from his/her obligations and shall ensure that such insurance remains operative for the duration of this agreement.

- A copy of such insurance bid must be handed to the DLCA Representative on commencement of the service. Evidence that such insurance premiums have indeed been paid, or is being sought must be furnished on request.
- Any shortcomings in this specification must be identified by the service provider prior to the awarding of the bid and raised with the DLCA for rectification and agreement.
- Any shortcomings identified by the service provider after the bid has been awarded and that would have had an impact on the bid price will be for the account of the service provider

Compiled by .... Date 28|05|2025 ....

transport

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR INTERNAL AUDIT SERVICES FOR THE DLCA FOR A PERIOD OF TWELVE (12) MONTHS

1. INTRODUCTION AND BACKGROUND

The Driving Licence Card Account (DLCA) was established in 1997 in terms of the Public Finance Management Act of 1999 (PFMA) under the Department of Transport (DoT) to produce and deliver driving licence cards in South Africa. The Trading Entity started operating within the administration of Department of Transport as the services for production of driving licences were outsourced. All obligations on departments in these regulations apply to trading entities unless the context indicates otherwise.

The head of the trading entity is accountable to the accounting officer of the department operating that trading entity and must forward all reports or approvals required in the Act via the accounting officer of the department.

2. PURPOSE

The purpose of this Terms of Reference (TOR) is to invite and appoint Internal Audit Service Provider for a period of Twelve (12) Months to conduct a review of the current cost model and develop a new cost model that will be aligned to a fair recoverable amount for the driver's license card.

3. OBJECTIVES

The objective of internal auditing is to add value by assisting the Audit and Risk Committee and Management in effectively discharging their responsibilities, including the promotion of effective internal control. DLCA is a statutory body which is a Trading Entity started operating within the DoT as the services for production of driving licences were outsourced.

4. SCOPE OF WORK/ TERMS OF REFERENCE

Internal Audit should be an independent appraisal function within DLCA, which provides management with a systematic review and evaluation of operations for determining efficiency, economy and effectiveness of policies, practices and controls.

The scope of internal audit work entails evaluating the adequacy and effectiveness of the organization systems of the internal control and developing recommendations for improvement. This includes but not limited to the following:

a. Overall project administration, planning and reporting to the relevant structures.
b. Review design and operating effectiveness of the internal governance structures and processes of the organization
c. Reviewing of performance information and quarterly reporting to Department of Employment and Labour and National Treasury
d. Review compliance of the entity to the ICT Governance Framework, including assessing the ICT general controls
e. Review accuracy and completeness of Annual Financial statements and supporting schedules
f. Financial discipline review
g. Evaluate the adequacy and effectiveness of controls around the procurement process and contract management.
h. Review the adequacy of Human Resource Management and Payroll Processing
i. Review accuracy and completeness of Annual Performance information.

5. DELIVERABLES

- Assist the DLCA in fulfilling their responsibilities of ensuring that the DLCA maintains an effective, efficient and transparent systems of financial and risk management and internal control while ensuring that there is a system of Internal Audit under the control and direction of an Audit Committee;
- Perform an executive support function to the Audit Committee;
- Ensure annual review and approval of the Internal Audit Charter by the Audit Committee;
- Facilitate the risk assessment in accordance with the DLCA's Risk Management Policy, Framework and best practices;
- Prepare a risk based three year rolling strategic internal audit plan that details audit scope which includes the evaluation of adequacy and effectiveness of DLCA's risk management, control, and governance processes, detailed resources, time frames per activity and present such strategic plan to Executive Management for inputs and to Audit Committee for approval;
- Prepare and execute an annual risk based internal audit plan according to the approved resources and timeframes for each year of the rolling three-year strategic internal audit plan for approval by the Audit Committee;
- Prepare and submit internal audit reports according to the execution of the risk based annual Internal Audit Plan and discuss with the Executive Management and report to the Audit Committee;
- Conduct ad-hoc audits at the Executive Council/Audit Committee/Management request in areas identified and agreed by Executive Management and Audit Committee;
- Conduct quarterly and annual performance information audits; and
- Review of annual financial statements. Building strategic, people management, decision making, analysis, problem solving and conflict resolution skills;

6. REQUIREMENTS

a. The service provider must submit CV's and qualifications of the team to be allocated to DLCA

b. Certified CIA and/or CA certification

c. Certified proof of registration with IIA and/or SAICA

d. The company must have at least a minimum experience of 5 years as Internal Audit firm.

7. PERIOD OF WORK

The contract will be for a period of 12 months.

8. SUBMISSION OF DOCUMENTS

Service providers must submit the following documents:

a. A detailed written proposal indicating the project plan, the team members to be allocated to DLCA and their qualification and relevant experience.

b. Provide and attach a copy of service provider's unique personal identification number (PIN) issued by SARS

c. Service providers must also submit recent CSD Report.

d. Provide and attach a copy of a valid BBBEE Certificate from an Accredited Verification Agency or a Sworn Affidavit.

e. SBD forms must be completed in full and signed

f. Submission of contactable references in company letterhead, for similar projects completed.

9. EVALUATION CRITERIA

9.1 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 65 points on Functionality

9.2 The evaluation criteria to be utilised will be the following

No	Criteria	Method of Measure	Weight
1	**Company Experience**	**Company Experience:** • 6 years or more = 35 • 4 to 5 years = 25 • 3 years = 20 • 2 years = 10 • 0-1 year = 0	**35**
2	**Methodology**	Excellent understanding of what is required in the terms of reference; innovative and practical approach to developing an application; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism = **35**	**35**
		Good understanding of what is required in the terms of reference; practical approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism = **25**	
		Satisfactory (or repeat of ToRs) understanding of what is required in the terms of reference; generic or text book approach and methodology; proposed action plan including milestones and timeframes; and a project monitoring and evaluation mechanism = **20**	

No	Criteria	Method of Measure	Weight
		Poor understanding (wrong interpretation) of what is required in the terms of reference and missing one of the of the following critical components: approach and methodology; action plan; and project monitoring and evaluation mechanism = **5**	
		No action plan submitted = **0**	
3	**C. Similar Projects Completed (Attach reference letters)**	**Number of Completed Similar Projects:** • 5 or more reference letters = 30 • 4 reference letters = 20 • 3 reference letters = 15 • 2 reference letters = 5 • No reference letter = 0	**30**
			100

10. CONTRACT PERFORMANCE

10.1 Preferred Service provider will enter into a contract with the DLCA, which with a format, term and conditions set by the DLCA.

10.2 The performance of the Service Provider shall be reviewed quarterly during the period of the signed Service Level Agreement.

10.3 If it is found that information provided is false including the breach of the General Condition of Contract, The DLCA reserves the right to terminate this contract with immediate effect.

11. FORMAT AND SUBMISSION OF THE PROPOSAL

11.1 All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate the RFQ.

12. ENQUIRIES
tyron.mkhari@dlca.gov.za contact : 012 347 2522 Quotations@dlca.gov.za

12. PAYMENT TERMS

Payments will be made monthly, as agreed upon appointment of the successful service provider.