



SCM /Tender Ref #:	DPME03-2024/25
--------------------	----------------

Request for proposals for:	Appointment of IAA Co-Source Partner for a period three (3) years.
----------------------------	--

Bid closing date and time as well as the date and time of briefing session (if any) are indicated on the attached SBD1. Quotations / proposals received after the closing date and time indicated on SBD 1 will not be accepted.

Bidders must provide one original and 5 (five) copies of proposals submitted.

Only 1 (one) original price proposal and SBDs are required.

Estimated project start date:	Expected project duration (Months)
01 <sup>st</sup> November 2024	36 months

### 1. BID INFORMATION

Information and guidelines on the format and delivery of bids are contained in the attached bid documents. Please take note there will be no compulsory briefing session.

### 2. PROPOSAL FORMAT

**A detailed proposal in response to this ToR must be submitted.** The proposal should contain all the information required to evaluate the bid against the requirements stipulated in this term of reference.

The following must be attached to the proposal as annexures:

- **Annexure B1:** Proposed team, Hourly Allocation per Audit Type, Pricing information (Must Include VAT) and should be fully inclusive to deliver all outputs indicated in the terms of reference (Must use attached Excel template), total amount must be provided by the service provider for each year of service.
- The published terms of reference (this document, including **Annexure A** to this document).
- All other forms / certificates required (see bid documents).

### 3. CONDITIONS OF BID

Detailed conditions applicable to all bids are contained in the bid documents accompanying this Terms of Reference. Only suppliers that meet all the requirements stipulated in the terms of reference and bid documents will be considered.

No late bids will be accepted. Only bids from service providers that attended the compulsory briefing session (if specified above) will be considered. Bids must be valid for a minimum period of 90 days after the closing date.

ENQUIRIES	
Name:	Aubrey Ramalobela
Tel:	012 312 0424
e-mail:	<a href="mailto:Aubrey@dpme.gov.za">Aubrey@dpme.gov.za</a>

## 1. BACKGROUND

**Annexure A** contains a detailed description of the requirements for this project, including:

- Background
- Purpose
- Objectives and scope of project
- Key deliverables & Timeframes

## 2. EXPERIENCE / SKILLS / TEAM COMPOSITION / PAST PERFORMANCE

The attached spread sheets (Annexure A and Annexure B1) must be used to summarise qualifications, skills and past experience and to cost the proposal.

### 2.1. Company and Team composition

#### 2.1.1. Company Experience and Qualification Profile Requirements

Service Provider / Company must meet the below stated requirements, failure to meet the below will result in disqualification of service providers:

- 2.1.1.1 Minimum three (3) years company experience in Internal Audit (At least three (3) contactable reference must be attached to the proposals);
- 2.1.1.2 Service Provider must have experience in Financial Audits, Operational Audits, Compliance Audits, Governance Risk, Fraud Audit and ICT Audits (Including IT Security Reviews);
- 2.1.1.3 Staff qualification profile must have appropriate qualification in Internal Audit, Compliance Audits, ICT Audits (including ICT Security Audit), and Finance, (B Com, B Tech Internal Audit, Accounting, Honours, Masters qualification);
- 2.1.1.4 Professional Qualifications such as CIA, CISA, CA(SA), CFE, CRMA;
- 2.1.1.5 Service providers must demonstrate evidence of dedicated resources available to conduct various audit assignments (Finance, ICT, Compliance, Operations) for the duration of the contract. Qualifications and experience matched and aligned to the various types of audit. (attached CV's, qualifications, etc.); and
- 2.1.1.6 Project plan, resource allocation (Staff allocation), projected allocated hours as per the approved Annual Internal Audit Plan. (**See Annexure B1**).

Bidders must demonstrate adequate competencies and experience in the various audit assignments to be undertaken.

## 3. Mandatory Requirements

Bidders must meet all below mandatory requirements listed below in order to proceed to Part 2 of the evaluation:

### 3.1 Company Experience

No	Requirement	Yes / No
3.1	Minimum three (3) years company experience in Internal Audit (At least three (3) contactable reference must be attached to the proposals).	

### 3.2 Audit Team Qualification

Audit Types	Required Resources	Required Qualifications	Yes /No
Financial Audit	Engagement Partner	CA (SA)	
	Senior Manager	Honours Degree Internal Audit, Accounting	
	Internal Auditor 1	B Com Internal Auditing / Accounting, B Tech Internal Auditing	
	Internal Auditor 2	B Com Internal Auditing / Accounting, B Tech Internal Auditing	
ICT Security Audit	Engagement Partner	CISA	
	Senior Manager	Honours Degree Internal Audit or ICT Audits or Honours Degree in Informatics or Information Systems	
	Internal Auditor 1	BCom Internal Auditing or Accounting, B Tech Internal Auditing or BCom Informatics or Information Systems	
	Internal Auditor 2	BCom Internal Auditing or Accounting, B Tech Internal Auditing or BCom Informatics or Information Systems	
ICT Gen Control & Application Review	Engagement Partner	CISA	
	Senior Manager	Honours Degree Internal Audit/ ICT Audit	
	Internal Auditor 1	BCom Internal Auditing or Accounting, B Tech Internal Auditing or BCom Informatics or Information Systems	
	Internal Auditor 2	BCom Internal Auditing or Accounting, B Tech Internal Auditing or BCom Informatics or Information Systems	
Performance Audit	Engagement Partner	CIA or CA/SA	
	Senior Manager	Honours Degree Internal Audit	
	Internal Auditor 1	BCom Internal Auditing or Accounting, B Tech Internal Auditing	
	Internal Auditor 2	B Com Internal Auditing or Accounting, B Tech Internal Auditing	
Compliance Audit	Engagement Partner	CIA or CA/SA	
	Senior Manager	Honours Degree Internal Audit	
	Internal Auditor 1	BCom Internal Auditing or Accounting, B Tech Internal Auditing	
	Internal Auditor 2	BCom Internal Auditing or Accounting, B Tech Internal Auditing	

### 3.3 Audit Team Experience

Audit Types	Required Resources	Required Experience	Yes /No
Financial Audit	Engagement Partner	Minimum: 10 years working experience in Financial Audit	
	Senior Manager	Minimum: 6 years total work experience in Financial Audit	
	Internal Auditor 1	Minimum: 3 years working experience in Internal Audit	
	Internal Auditor 2	Minimum: 3 years working experience in Internal Audit	
ICT Security Audit	Engagement Partner	Minimum: 10 years working experience in ICT Audit	
	Senior Manager	Minimum: 6 years total work experience in ICT Audit	
	ICT Auditor 1	Minimum: 3 years working experience in ICT Audit	
	ICT Auditor 2	Minimum: 3 years working experience in ICT Audit	
ICT Gen Control & Application Review	Engagement Partner	Minimum: 10 years working experience in ICT Audit	
	Senior Manager	Minimum: 6 years total work experience in ICT Audit	
	ICT Auditor 1	Minimum: 3 years working experience in ICT Audit	
	ICT Auditor 2	Minimum: 3 years working experience in ICT Audit	
Performance Audit	Engagement Partner	Minimum: 10 years working experience in Internal Audit	
	Senior Manager	Minimum: 6 years total work experience in Internal Audit	
	Internal Auditor 1	Minimum: 3 years working experience in Internal Audit	
	Internal Auditor2	Minimum: 3 years working experience in Internal Audit	
Compliance Audit	Engagement Partner	Minimum: 10 years working experience in Internal Audit	
	Senior Manager	Minimum: 6 years total work experience in Internal Audit	
	Internal Auditor 1	Minimum: 3 years working experience in Internal Audit	
	Internal Auditor 2	Minimum: 3 years working experience in Internal Audit	

**\*\*One team member can have more than one of the roles indicated**

Initials of specification committee members: \_\_\_\_\_

### 3.4 Confirmation of experience, qualification and availability

The following must be submitted for each of the proposed team members:

- Detailed CV indicating qualifications, experience as well as contactable references.
- Attach copies of all qualifications.

DPME reserves the right to verify all qualifications through the South African Qualifications Authority and to verify experience indicated on CVs with third parties.

### 3.5 Past performance

The past performance of bidders in executing similar projects will be evaluated using the references supplied by bidders as well as any other information available to the panel. Below satisfactory performance on a particular project may only be considered if such performance was communicated to the bidder by the contracting party and the bidder was given a reasonable opportunity to correct any deficiencies highlighted by the contracting party. The Department reserves the right to reject a bid if the service provider failed to perform satisfactorily on similar projects.

### 3.6 Project Management

The bid proposal submitted by the bidder must include a detailed project plan / project organogram for each of type audit (Compliance Audit, Financial Audit, ICT Security / ICT Governance / General & Applications Controls Review. Resource allocation to each audit type must be reflective of the relevant qualification, experience, competencies and skills per team member at the various levels (Engagement Partner, Senior Manager and Internal Auditor). The start of the project will depend on the DPME procurement process. The total duration of the project as indicated in the bidder's proposal is binding (except for delays due to circumstance beyond the bidder's control).

## 4. COSTING METHODOLOGY

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted. Annexure B1 must be used to summarise costing.

## 5. EVALUATION OF BIDS

### 5.1. Administrative requirements

Annexures B1 **must** be completed using Microsoft Excel or compatible software. Annexures completed by hand (in writing) will not be accepted and such bids will be regarded as administratively non-compliant.

Only bids / quotes that comply with all administrative requirements and that submitted all required bid documents (acceptable bids) will be considered during the functional evaluation phase. Only acceptable bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in this Terms of Reference. Evaluation and Scoring will be performed as per the Resource Allocation.

### 5.2. Scoring of bids (functional criteria)

The following weighting and scoring system will be applied to the evaluation of all functional criteria:

Weight allocation	Scoring system
1 – Value adding requirement (minimum score of 2)	1 – Does not comply with the requirements
3 – Important requirement (minimum score of 6 or 9)	2 – Partial compliance with requirements
5 – Essential requirement / integral part of project	3 – Full compliance with requirements
(minimum score of 15)	4 – Exceeds requirements

**Score per criteria:** The final score obtained by a bidder for each criteria will be calculated by multiplying the weight and the score indicated by each Bid Evaluation Panel member and then by averaging the scores of all panel members. The average score per criteria is expressed as a number.

Initials of specification committee members: \_\_\_\_\_

The **overall score** obtained by a bidder (expressed as a percentage) will be calculated as follows:

$$\text{Overall Score (\%)} = \frac{\text{Sum of average scores for all criteria}}{\text{Sum of weights} \times 4} \times 100$$

### 5.3. Functional evaluation Part 1

**Part 1: Minimum functional requirements:** Only bids that meet the mandatory requirements will proceed to functional evaluation part 2. In cases where bidders submitted insufficient evidence or where evidence is ambiguous, bidders may be requested to provide additional evidence and may be re-scored based on this information. Additional information submitted may only be used as evidence to substantiate what is already contained in the proposal. The costing and content of proposals may not be amended.

### 5.4. Functional Evaluation Part 2

Functional Evaluation Criteria		Weight	Min. Score
5.4.1	<b>Firm / Company composition (par 3.2 and 3.3 of ToR and Annexure B1):</b> 3= Proposed Firm / Company meet(s) the required company experience and submitted at least three (3) contactable references. 4= Proposal Firm / Company exceed (s) the required company experience and submitted at least three (3) contactable references.	3	9
5.4.2	<b>Engagement Partner (par 3.2 and 3.3 of ToR) (Financial Audit, ICT Security Audit, ICT Gen Control &amp; Application Review, Performance Audit, Compliance Audit):</b> 3= The Engagement Partner meet (s) all of the minimum experience and qualifications requirements and submitted verifiable references. 4= The Engagement Partner exceed (s) the minimum experience, qualifications requirements and submitted verifiable references.	3	9
5.4.3	<b>Senior Manager (par 3.2 and 3.3 of ToR) (Financial Audit, ICT Security Audit, ICT Gen Control &amp; Application Review, Performance Audit, Compliance Audit):</b> 3= The Engagement Senior Manager meet(s) all the minimum experience and qualifications requirements and submitted verifiable references. 4= The Engagement Senior Manager exceed(s) the minimum experience, qualifications requirements and submitted verifiable references.	3	9
5.4.4	<b>Internal Auditor 1 (s) ** (par 3.2 and 3.3 of ToR) (Financial Audit, ICT Security Audit, ICT Gen Control &amp; Application Review, Performance Audit, Compliance Audit):</b> 3= The Internal Auditor meet(s) all the minimum experience, qualifications requirements, and submitted verifiable references. 4= The Internal Auditor exceed(s) the minimum experience, qualifications requirements and submitted verifiable references.	3	9
5.4.5	<b>Internal Auditor 2 (s) ** (par 3.2 and 3.3 of ToR) (Financial Audit, ICT Security Audit, ICT Gen Control &amp; Application Review, Performance Audit, Compliance Audit):</b> 3= The Internal Auditor meet(s) all the minimum experience, qualifications requirements, and submitted verifiable references. 4= The Internal Auditor exceed(s) the minimum experience, qualifications requirements and submitted verifiable references.	3	9

**Minimum functional requirements:** Only bids that obtained the minimum overall score of at least 75% for functional evaluation parts 2, will proceed to Price/PPPFA evaluation.

## 5.5. PPPFA: Price /Specific Goals

Only bids that meet the minimum administrative and functional requirements / specifications indicated in the ToR (qualifying bids) will be evaluated in terms of the Preferential Procurement Framework Act and related regulations include your BBBEE certificate/ Affidavit – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1. Points to be allocated as follows:

The specific goals allocated points in terms of this tender (MEANS OF VERIFICATION WILL BE: CSD, BBBEE certificate/ Affidavit/ ID copy & Share Certificate/ CIPC (CoR13)/ ID Copy/ Confirmation letter/ CSD report-preferred address to be used for the award of points.)	Number of points allocated (80/20 system) (To be completed by the organ of state)	POINTS TO Applicable to 80/20AWARD >= More than < = Less Than
Black ownership with at least 51%	5	>51% = 5 points <51% = 1 point
Black ownership with disabilities as defined by Employment Equity Act of 1998 (Attach certificate)	3	Yes = 3 points No = 0 point
Black women ownership with at least 30%	2	>30% = 2 points <30% = 0 point
Black youth ownership by at least 30% (at the date of closing of RFQ/RFP/Tender)	3	Yes = 3 points No = 0 point
Black Military veteran ownership	2	Yes = 2 points No = 0 point
Suppliers situated in the local Municipality of the project/event. (Local supplier from where the event is taking place-rural and semi-urban areas)	3	Yes = 3 points No = 0 point
Small, Medium & Micro Enterprises, makes a profit of less than R10 million a year	2	Yes = 2 points No = 0 point
<b>TOTAL</b>	<b>20</b>	

## 6. CONTRACT MANAGEMENT

The successful bidder will be required to enter into a service level agreement (SLA) with the DPME. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DPME and the successful bidder. A copy of the standard DPME SLA is available on the DPME tenders' website. Bidders should familiarise themselves with the content of the standard template.

Bidders should note that:

- All information related to this bid, or information provided to the service provider subsequent to the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DPME.
- All right, title and ownership of any Intellectual Property developed by or for the Service Provider or DPME independently and outside of execution/production of the Deliverables related to this bid, and provided during the course of this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DPME shall acquire no right or interest therein, save that, upon payment of the applicable consideration, the Service Provider shall grant DPME a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.

Initials of specification committee members: \_\_\_\_\_

- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DPME unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DPME in and to the Bespoke Deliverables. DPME shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables for the purpose of performing its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DPME.
- The Copyright of any Bespoke Deliverables shall vest in DPME.

## **7. SPECIAL CONDITIONS APPLICABLE TO THIS BID**

- 7.1 No advance payment will be made. Payment would be made in terms of the deliverables or other unless otherwise agreed upon by DPME and the successful bidder. DPME will pay within the prescribed period according to PFMA. The price quoted by the prospective service provider must include Value Added Tax (VAT) and should be completed in line with Annexure A

Initials of specification committee members: \_\_\_\_\_