



an agency of the  
Department of Arts and Culture

21 February 2022

## **TERMS OF REFERENCE**

### **SAHRA/CEO/01/02/2022**

#### **Independent external quality assurance assessor to validate the internal audit unit self-assessment aligned to the Quality Assessment Manual of the Institute of Internal Auditors**

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### **1. PURPOSE**

- 1.1 The South African Heritage Resources Agency (SAHRA) hereby invites suitably qualified and experienced service providers to submit quotations for the provision of independent external quality assurance assessor to validate the internal audit unit self- assessment aligned to the Quality Assessment Manual of the Institute of Internal Auditors.

### **2. BACKGROUND**

- 2.1 The South African Heritage Resources Agency (SAHRA) is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999 as amended (the PFMA). SAHRA is a statutory entity established under the National Heritage Resources Act No 25 of 1999 (the NHRA) and is an agency of the Department of Arts and Culture which is the national administrative body responsible for the management and protection of South Africa's cultural heritage resources.
- 2.2 In terms of Standard 1300 – Quality Assurance and Improvement Program (QAIP) states, “The Chief Audit executive must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity.” The Quality Assurance Improvement Programme should encompass all aspects of operating and managing the internal audit activity including consulting engagements as found in the mandatory elements of the IPPF. It may also be beneficial for the QAIP to consider best practices in the internal audit profession.
- 2.3 Implementation Guide 1300 states, “The QAIP is designed to enable an evaluation of the internal audit activity's conformance with the International Standards for the professional Practice of Internal Auditing (Standards) and whether internal auditors apply The IIA's Code of Ethics.” Through conformance with the Standards and the Code of Ethics, the internal audit activity also achieves alignment with the Definition of Internal Auditing and the Core Principles.



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### 3. SCOPE OF SERVICES

- 3.1 The services of a suitably qualified Independent External Quality Assurance Assessor to validate the internal audit units self-assessment aligned to the Quality Assessment Manual of the Institute of Internal Auditors.
- 3.2 The review should include a report with recommendations on the evaluation of the internal audit activity's conformance with the International Standards for the professional Practice of Internal Auditing (Standards) and whether internal auditors apply the IIA's Code of Ethics.

### 4. SPECIFICATIONS

- 4.1 The qualified a assessor needs to demonstrate competencies in the following 2 areas namely:
  - The **professional practice** of internal auditing
  - In-depth knowledge and **experience** pertaining to the **external assessment process**
- 4.2 The independent assessor should demonstrate that they do not have an actual or perceived conflict of interest through the provision of a signed statement confirming their independence as defined in the Standards.

### 5. TERMS AND CONDITIONS OF TENDERING

- 5.1. All costs and expenses incurred by the potential service providers relating to their project proposal will be borne by each respective service provider. SAHRA is not liable to pay such costs and expenses or to reimburse or compensate service providers in the process under any circumstances, including the rejection of any proposal or the cancellation of this project.
- 5.2. SAHRA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its proposal.
- 5.3. SAHRA may require responsive bidders to present and discuss their proposals in person.
- 5.4. SAHRA reserves the right not to make any appointment from the proposals submitted.
- 5.5. Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- 5.6. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- 5.7. SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 5.8. Any and all project proposals shall become the property of SAHRA and shall not be returned.



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- 5.9. The bid offers and proposals should be valid and open for acceptance by SAHRA for a period of 90 days from the date of submission.
- 5.10. Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- 5.11. SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- 5.12. Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- 5.13. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- 5.14. All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- 5.15. The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- 5.16. The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- 5.17. After the successful service provider has received the purchase order, they must be able to deliver in full compliance with standards and in compliance to the specifications provided.

## **6. RETURNABLE DOCUMENTS**

- 6.1. SBD 1 Invitation to BID
- 6.2. SBD 2 Tax Clearance Requirements
- 6.3. SBD 3 Pricing Schedule (Breakdown of pricing) – See Annexure A
- 6.4. SBD 4 Declaration of Interests form.
- 6.5. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- 6.6. SBD 7.2 Contract Form (Rendering Services).
- 6.7. General Conditions of Contract
- 6.8. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- 6.9. SBD 9 Certificate of Independent Bid Determination.
- 6.10. Assessment team profile including audit experience



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**NB: Failure to submit completed returnable forms as mentioned above may automatically disqualify your quotation. Please ensure that you submit CSD Registration Report.**

## 7. ANTICIPATED TIME SCHEDULE AND PROCESS

<b>Request for Tenders Issued</b>	Tender Bulletin	21 February 2022
<b>Closing date &amp; Opening of BIDs</b>	BIDs opened at SAHRA Head Office	<b>01 March 2022</b>

## 8. EVALUATION CRITERIA

All proposal offers received shall be evaluated based on the following phase out approach:

- 8.1. **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- 8.2. **Phase two:** Prequalification criteria (Obtaining the minimum threshold for functionality as set out below). Bids will be evaluated on a scale of 1-5 in accordance with the functionality below.

	<b>Criteria</b>	<b>Weight</b>
	<b>Experience</b> CVs containing assessor / assessment team qualifications and experience <ul style="list-style-type: none"> <li>➤ 10 years experience and above = 5</li> <li>➤ 7 to 9 years experience = 4</li> <li>➤ 4 to 6 years experience = 3</li> <li>➤ 2 to 3 years experience = 2</li> <li>1 year experience and less = 1</li> </ul>	50
2.	Contactable company references, to whom the service provider has supplied the same service within the past 3 years <ul style="list-style-type: none"> <li>➤ 10 or more similar projects in internal audit services = 5</li> <li>➤ 7 - 9 similar projects in internal audit services = 4</li> <li>➤ 5 - 6 similar projects in internal audit services = 3</li> <li>➤ 3 - 4 similar projects in internal audit services = 2</li> <li>➤ 0 - 2 similar project in internal audit services = 1</li> </ul>	50



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	Total	100
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8.3. A bidder must obtain a minimum of 60 points in the prequalification phase in order to progress to the next phase. Failure to obtain 60 points will render your proposal non-responsive.

8.4. **Phase three:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points is allocated to BBBEE status level as follows;

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 9. PRICE (VAT INCLUDED)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

## 10. SUBMISSION OF TENDERS

Tenders must be submitted in a sealed envelope, marked as confidential and for the attention of:

10.1. Supply Chain Management - Bid No: **SAHRA/CEO/01/02/2022**



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10.2. Project Name: **Independent external quality assurance assessor**

10.3. Bids must be emailed to : **tenderinfo@sahra.org.za**

10.4. SAHRA takes no responsibility for emailed tender documents. It is the onus of the service provider to ensure that the document is emailed before closing date and time.

## 11. CLOSING DATE AND TIME

**Closing Date: 01 March 2022 @ 11h00 – No late Tenders will be accepted.**

11.1. For technical information, written inquiries can be addressed to:

Ms Lee-Anne Henry  
Internal Audit  
South African Heritage Resources Agency  
111 Harrington Street  
CAPE TOWN  
8001

Tel: 021 4624502

Email: lhenry@sahra.org.za

11.2. For Supply Chain related enquiries, please contact:

Mr Disang Kolwane  
Supply Chain Management  
South African Heritage Resources Agency  
111 Harrington Street  
Cape Town  
8000

Email: dkolwane@sahra.org.za