

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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Request for quotations or proposals from Audit firms to render internal audit services

Deadline for submissions is 28 January 2022

1. Purpose

- 1.1. The purpose of this document is to request for quotations or proposals from Internal Audit firms to assist the South African Human Rights Commission (SAHRC) inhouse Internal Audit unit to complete its audit plan for 2022 financial year.

2. Background

- 2.1. The SAHRC is an independent 9 institution, established in terms of Chapter 9, section 184 of the Constitution, mandated to promote, protect, and monitor observance of human rights in South Africa.
- 2.2. The Internal Audit unit has been challenged with capacity issues, which resulted into the 2019/20, 2020/21 and 2021/22 audit plan to be adjusted to accommodate the available resources due to the institutional limited resources.
- 2.3. Considering the size of the Commission which consist of nine provincial offices and operations units (Legal unit, Chief Operations Office, Research, Commissioners' program, Chief Executive Office, and Admin units i.e. (Finance, SCM, IT, HR, Governance), it is not practically possible for two Auditors to adequately service the whole Commission.
- 2.4. It is against this background that the Commission seeks to source the services of an audit firm to capacitated Internal Audit unit.

3. Organizational Project Objectives

- 3.1. The key objectives for acquiring the services of an independent audit firm:
 - 3.1.1 Internal audit to be capacitated by co-sourcing with the audit firm to achieve the annual audit plan.
 - 3.1.2 To improve the adverse audit findings so that the Commission can achieve its mandate
 - 3.1.3 Conduct audit of performance information for adequacy and effectiveness
 - 3.1.4 Review of Supply Chain Management compliance with laws and regulations
 - 3.1.5 Review of procure to pay policies and procedures for adequacy and effectiveness
 - 3.1.6 Review of asset management policies and procedures for adequacy and effectiveness

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Commissioners (Part-Time): A C Nissen, J B Sibanyoni; **Chief Executive Officer:** T Thipanyane

4. Project scope and deliverables

4.1 Verify the completeness for the following:

4.1.1 Performance information for 2021/2022 financial year.

4.1.2 Revenue and interest received for 2021/2022 financial year.

4.2 Verify the validity for the following:

4.2.1 Quarterly performance information reports for 2021/2022 financial year.

4.2.2 Quarterly asset management reports for 2021/2022 financial year.

4.2.3 Quarterly SCM and finance reports for 2021/2022 financial year.

5. Required Expertise

5.1 The Commission requires the services of internal auditors who are senior with more than 5 years' experience in the required areas.

6. Project Timelines

6.1. The expected project commencement date will be determined through a briefing and work planning meeting anticipated for the 31st of January 2022 with the appointed service provider.

6.2. The duration of the project will be for a period of 3 months from the time of inception.

7. Evaluation Criteria

7.1. Please note that the following evaluation criteria will be used:

7.1.1. Price evaluation based on the 80/20 preferential point system.

7.1.2. The minimum threshold for qualification by functionality is 70%, assessed as per criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting
1.	Experience of the service provider in providing an internal audit function (must be substantiated with 3 reference letters, and will also be verified by year of registration): 1 =1 reference letter 2-3 = 2 reference letters 4-5 = 3 reference letters	10
2.	The service provider must be in the internal audit industry for at least a period of 5 years. This must be provided with the COR company documentation showing the company registration numbers 1 = 1 year experience 2-3 = 2 – 3 years of experience 4-5 = 4- 5 years of experience	20
3.	A comprehensive detailed work plan describing all activities in logical sequence with clear time frames commensurate with the terms of reference. Demonstrate in depth understanding of the different types of audits.	40
4.	The methodology must identify how the bidder will assist the South African Human Rights Commission to implement the key objectives as identified in paragraph 3 of the terms of reference.	20
5.	High level overview of timelines, key milestones and a costs breakdown indicating the major costs drivers.	10
	Total	100

Bidders must obtain a minimum threshold of 70% on Functionality to proceed to the next stages of the evaluation and adjudication process. Failure to obtain the minimum of 70% will result in your bid being considered non-responsive.

Price and BBBEE evaluation

Only Bidders that have met the 70% threshold to be considered for price and BBBEE. Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

i. *Stage 1 – Price Evaluation (80 Points)*

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{\min} = Comparative price of lowest acceptable bid

ii. *Stage 2 – BBBEE Evaluation (20 Points)*

a. **BBBEE Points allocation**

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A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

8. Submission Requirements and Contact Details

To be considered as the preferred service provider, kindly submit the following:

- 8.1.1 Proposal
- 8.1.2 Valid Tax Clearance Certificate
- 8.1.3 BBBEE Certificate.
- 8.1.4 Company Profile
- 8.1.5 SBD 4 document signed
- 8.1.6 Central supplier database report
- 8.1.7 Standard bid document 7.2

8.1. **Please submit quoted proposals via email by Friday 28 January 2022, before 11h00.**

8.2. All documentation must be emailed to:

tenderoffice@sahrc.org.za or

Ms. Sonto Nxumalo snxumalo@sahrc.org.za (011 8773644).

For any further information and clarification, you may contact Zolile Moyo at zmoyo@sahrc.org.za

Note that the Commission reserves the right to withdraw this call anytime, without any notice.