



South African  
Pharmacy Council

## **REQUESTS FOR PROPOSALS (RFP)**

**RFP NUMBER:** 02/2021B

**RFP DESCRIPTION:** PROVISION OF INTERNAL  
AUDIT SERVICES

**CLOSING DATE:** 28 JUNE 2021. TIME: 15:00

**COMPULSORY BRIEFING:** 15 JUNE 2021 AT 09H00,  
VIA AUDIO/VISUAL VIRTUAL CONFERENCE

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## **ADVERT: REQUESTS FOR PROPOSALS: EXTERNAL AND INTERNAL AUDIT SERVICES**

The South African Pharmacy Council (SAPC) is a statutory health council/regulatory authority established in terms of the Pharmacy Act, 53 of 1974. The SAPC invites suitably qualified service providers to tender for the provision of external and internal audit services at our Pretoria offices.

### **External Audit Services**

To provide external audit services for three years, annually renewable, for the financial years ending December 2021 to 2023.

### **Internal Audit Services**

To provide outsourced internal audit services for a period of three years, annually renewable, from January 2022 to 31 December 2024.

**Submission requirements:** a proposal must be submitted together with: breakdown of fee structure inclusive of total cost per year (pricing schedule format can be obtained as per contact details below), proof of IRBA registration of firm and lead partner, brief CVs of key personnel, details of experience in carrying out projects of this nature (supply evidence where possible), company profile, BBBEE rating scorecard, a valid tax clearance certificate, at least three (3) recent contactable references, latest financial statements, and geographic representation in South Africa.

The SAPC subscribes to the DTI's BBBEE Balanced Scorecard for accreditation of all proposals, in accordance with the latest DTI Codes of Good Practice. The SAPC is not bound to accept any tender and reserves the right to cancel, withdraw or decline services/tenders in respect of the tenders received, as well as to re-advertise at its sole discretion.

**A compulsory briefing session** will be held virtually via Microsoft Teams on 15 June 2021 at 09H00 AM. Login details of the briefing session and tender specification documents are on the Bulletin Board found on the home page of our website ([www.sapc.za.org](http://www.sapc.za.org)).

**Proposals should be submitted by 28 June 2021 at 15:00 in soft copy to [auditsrfp@sapc.za.org](mailto:auditsrfp@sapc.za.org), or on a USB stick in a sealed envelope at the SAPC Building 591 Belvedere Street, Arcadia, 0083.** Proposals not meeting the submission requirements or submitted after the due date will be disqualified.

**For any enquiries contact Ms Refilwe Mutlane at: [auditsrfp@sapc.za.org](mailto:auditsrfp@sapc.za.org)**

## 1. INTRODUCTION

This document provides guidelines to service providers/firms wishing to submit proposals in terms of Request for Proposals No. 2/2021B – Provision of Internal Audit Services for a period of three years, annually renewable, from January 2022 to 31 December 2024

A further extension for a period of two (2) years may be granted subject to approval on the expiry of the contract.

## 2. SAPC BACKGROUND

The SAPC is an independent statutory health council established by the legislature in recognition of the pharmacy profession as an exclusive occupational group, and to regulate such profession. The SAPC is responsible for its own funding.

In terms of Section 3 of the Pharmacy Act, 53 of 1974, the objects of the SAPC shall be-

- 2.1 to assist in the promotion of the health of the population of the Republic;
- 2.2 to advise the Minister, or any other person, on any matter relating to pharmacy;
- 2.3 to promote the provision of pharmaceutical care which complies with universal norms and values, in both the public and private sectors, with the goal of achieving definite therapeutic outcomes for the health and quality of life of a patient;
- 2.4 to uphold and safeguard the rights of the general public to universally acceptable standards of pharmacy practice in both the public and private sectors;
- 2.5 to establish, develop, maintain and control universally acceptable standards-
  - 2.5.1 in pharmaceutical education and training;
  - 2.5.2 for the registration of a person who provides one or more or all of the services which form part of the scope of practice of the category in which such person is registered;
  - 2.5.3 of the practice of the various categories of persons required to be registered in terms of this Act;
  - 2.5.4 of the professional conduct required of persons to be registered in terms of the Act; and
  - 2.5.5 of the control over persons registered in terms of this Act by investigating in accordance with this Act complaints or accusations relating to the conduct of registered persons;

- 2.6 to be transparent to the profession and the general public in achieving its objectives, performing its functions, and executing its powers; and
- 2.7 to maintain and enhance the dignity of the pharmacy profession and the integrity of persons practising that profession.

### **3. PURPOSE OF RFP**

**The purpose of the RFP is to appoint a firm to-**

- 3.1 provide independent, objective assurance and consulting services designed to add value and improve the SAPC's operations; and
- 3.2 help the SAPC accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### **4. SCOPE OF WORK AND DELIVERABLES**

The scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the SAPC's governance, risk management process, systems of internal control structure, and the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated goals and objectives.

The appointed auditors will be required to:

- 4.1 Compile a three-year risk-based rolling internal audit plan for approval of the Audit and Risk Committee.
- 4.2 Develop a detailed annual coverage plan, to be approved by the Audit and Risk Committee every year, indicating the scope for each internal audit.
- 4.3 Perform internal audits in compliance with the International Professional Practices Framework (IPPF).
- 4.4 Monitor the clearing and implementation of internal and external audit findings and recommendations.
- 4.5 Report on the findings to management and secure comments before presenting to the Audit and Risk Committee.
- 4.6 Attend Audit and Risk Committee meetings and provide feedback on internal audits completed and the management of risks including a regular overview of the control environment.
- 4.7 Provide an overall annual opinion on the audited control environment for the Audit and Risk Committee.
- 4.8 Work in conjunction with external auditors in the provision of combined assurance to the SAPC on the effectiveness of the internal control systems.

## 5. COMPETENCY AND MANDATORY REQUIREMENTS

The service providers/ firms should meet the following competency and mandatory requirements-

- 5.1. Attend compulsory briefing session to be held virtually via Microsoft Teams on 15 June 2021 at 09h00. Log in details of the briefing session and tender specification documents are available on the SAPC website under Bulletin [www.sapc.za.org](http://www.sapc.za.org)
- 5.2. The Independent Internal Auditor must be registered and in good standing as an auditor with either:
  - 5.2.1 IIA SA - Institute of Internal Auditors South Africa.
  - 5.2.2 IRBA - Independent Regulatory Board of Auditors.
- 5.3 Internal Audit Quality Assurance Improvement Programme Report that is no older than 5 years.
- 5.4 In-house capacity at least of three (3) Registered Auditors with the audit engagement partner being based in Gauteng.
- 5.5 Experience and a comprehensive understanding of the statutory or regulatory environment will be an advantage.
- 5.6 The audit firm must have sufficient in-house capacity to perform internal audits for the SAPC.
- 5.7 The audit firm must not be over-reliant on SAPC for revenue, in other words, the independent internal audit firm must be a going concern and must not depend on SAPC's audit fees for going concern purposes.
- 5.8 The firm, partner, manager, and team should be free of any conflicts of interest related to the provision of internal audit services and sign confirmation per **Annexure A**.
- 5.9 Submit a minimum of three (3) recent (not longer than 3 years) written and contactable references of internal audit clients.

## 6. CONTENT OF THE PROPOSAL

### The proposal must include the following:

- 6.1. Company profile and relevant experience.
- 6.2. BBBEE Rating scorecard.
- 6.3. Details of experience in carrying out projects of this nature (supply evidence where possible).
- 6.4. Valid tax clearance certificate.
- 6.5. Company registration documents.
- 6.6. At least three contactable references.
- 6.7. Geographic representation in South Africa.
- 6.8. Proposed methodology and approach to be used in keeping with the scope of work.
- 6.9. Composition of the project team and a brief CV of each member of the proposed team (qualifications, experience, and expertise).
- 6.10. Evidence of registration with IIA SA or IRBA.
- 6.11. Last audited/independently reviewed annual financial statements not older than two (2) years.
- 6.12. The pricing/ costing schedule per **Annexure B**.
- 6.13. Each auditable area costed for the first year (2022) and indicating any escalation assumptions. See **Annexure C** for auditable areas, risks, and envisaged type of audits for each particular year.
- 6.14. Pricing must be inclusive of VAT.

### Other important conditions:

- 6.15 The prospective service provider/ firm is responsible for all costs incurred in the preparation and submission of the proposal.
- 6.16 The successful service provider will enter into a formal contract with the SAPC and will be required annually to submit an updated Internal Audit Three Year Rolling Plan and Annual Coverage Plan for approval by the Audit and Risk Committee.

- 6.17 By accepting to take part in the proposal process, you agree to keep all information shared with you in relation to the proposal process confidential, not to disclose it to third parties and not to use it for purposes other than the proposal.
- 6.18 The SAPC reserves the right not to award this contract.
- 6.19 The SAPC reserves the right to disregard a firm's proposal should it be found that work was previously undertaken for the SAPC to which poor performance was noted during the execution of such contract in the last 5 years.
- 6.20 Should the bidder present information intentionally incorrectly/fraudulently their proposal will be disqualified.
- 6.21 It is the responsibility of prospective service providers to ensure that their proposal is submitted before the closing date and time of the RFP, and to ensure that the proposal is received by the SAPC.

## 7. ENQUIRIES AND SUBMISSION

- 7.1 All enquiries must be made in writing and will be responded to during office hours 08:00 to 16:00, Monday to Friday.

Refilwe Mutlane	Telephone	(012) 319 8542
	E-mail	<a href="mailto:auditsrfp@sapc.za.org">auditsrfp@sapc.za.org</a>

- 7.2 Proposals should be submitted by 28 June 2021 at 15:00 in soft copy format to [auditsrfp@sapc.za.org](mailto:auditsrfp@sapc.za.org) or on a USB in a sealed envelope at the SAPC Building, 591 Belvedere Street, Arcadia 0083.
- 7.3 Proposals not meeting the submission requirements or submitted after the due date will be disqualified.
- 7.4 If you do not hear from us within 90 days after the closing date, please accept that your proposal was unsuccessful.

## 8. EVALUATION OF PROPOSALS

- 8.1. The SAPC will apply the principles of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000/ (PPPFA) to this proposal.
- 8.2. The evaluation of the proposals will be based on the 90/10 PPPFA principle and will be done in three (3) phases, namely-
- 8.2.1 Pre-qualifications.
- 8.2.2 Functionality.



8.2.3 Pricing.

8.2.4 BBBEE.

### **8.3. Phase 1- Pre-qualification Evaluation**

**Proposals will be disqualified or excluded under any of the conditions listed below by the Adjudicating Committee:**

8.3.1 Submission after the deadline.

8.3.2 Proposals submitted at an incorrect location.

8.3.3 Proposals submitted in the wrong format; other than via email or soft copy on a USB dropped at designated location per Paragraph 7.2 above.

8.3.4 Service providers whose tax matters/ statuses are not in good standing with the South African Revenue Service (SARS).

8.3.5 Not including a certification from the Independent Regulatory Board for Auditors (IRBA) or Institute of Internal Auditors South Africa (IIA SA) indicating the certification of the lead partner.

8.3.6 Proposal not fully completed.

8.3.7 BBBEE Original Certificate/ Affidavit (not older than 3 Months) not submitted or an expired certificate is submitted.

8.3.8 Statement confirming the independence of the firm/service provider **Annexure A** is not submitted.

8.3.9 No company registration documents and IDs of registered directors are submitted.

8.3.10 No last audited / independently reviewed annual financial statements (not older than 2 years) are submitted.

### **8.4. Phase 2 - Functionality Evaluation**

8.4.1 A total of 27 points (30% of 90) is allocated for the functionality score. A minimum score of 70% on functionality (18.9 points) will be required to qualify for Phase 3 evaluation.

8.4.2 A form will be used to evaluate proposals by members of the Tender Committee, and thereafter an average/aggregate score of the committee.

**8.5. Phase 3: Pricing and Black Economic Empowerment (BEE)**

8.5.1 A maximum of 63 points is allocated for price on the following basis/ formula.

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where -

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Rand value of bid under consideration

P<sub>min</sub> = Rand value of the lowest acceptable bid

8.5.2. A maximum of 10 points is allocated to BBBEE on the following sliding scale.

<b>BBBEE Status</b>	<b>BBBEE Scorecard rating</b>	<b>BBBEE Points</b>
Level 1 Contributor	100 Points and above	10
Level 2 Contributor	Between 85 and 100 points	9
Level 3 Contributor	Between 75 and 85 points	8
Level 4 Contributor	Between 65 and 75 points	7
Level 5 Contributor	Between 55 and 65 points	6
Level 6 Contributor	Between 45 and 55 points	5
Level 7 Contributor	Between 40 and 45 points	4
Level 8 Contributor	Between 30 and 40 points	3
Non-Compliant Contributor	Less than 30	2

- 8.6. The overall aggregate score for firms qualifying for consideration at Phase 3 evaluation will be used to recommend appointment to the Executive Committee of SAPC.

<b>Description</b>	<b>Maximum points</b>
Functionality	27
Pricing	63
BBBEE	10
<b>Total Points</b>	<b>100</b>

## ANNEXURE A: CONFIRMATION OF INDEPENDENCE

**From:** (Name of Audit firm and address)

**To:** South African Pharmacy Council  
591 Belvedere Street  
Arcadia  
Pretoria

**Date:** \_\_\_\_\_

### LETTER OF CONFIRMATION OF INDEPENDENCE FROM THE SOUTH AFRICAN PHARMACY COUNCIL (SAPC)

**[Insert firm's name]** hereby confirms that independence and ethical requirements by all team members proposed for this assignment, are communicated during the planning, fieldwork and finalisation phases of the audit and will be monitored on a continuous basis.

I hereby confirm that our firm is independent of the SAPC in accordance with the Independent Regulatory Board for Auditors' Code of Professional Conduct for Registered Auditors (IRBA Code) and other independence requirements applicable to performing audits of financial statements in South Africa.

I hereby confirm that **[Insert firm's name]** currently does not do, nor have we done any work for the SAPC which may result in a direct conflict of interest.

I hereby confirm that there is no conflict of interest between the SAPC and any of the staff members to be involved in the audits. The capabilities and competence of the staff to be on the audit was assessed and found to be sufficient.

I further confirm that none of the directors of our firm sits on any audit or advisory committees of the SAPC.

I hereby confirm that **[Insert firm's name]** has not been subject to any issues regarding ethical misconduct and the firm is currently not involved in any scandals which may impact our reputation.

Yours sincerely

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**NAME AND SIGNATURE OF AUDIT PARTNER**

**ANNEXURE B: PRICING/ COSTING FOR INTERNAL AUDIT SERVICES SCHEDULE**

<b>COMPANY DETAILS</b>						
<b>Name of firm/ service provider</b>						
<b>Representative/ contact person</b>						
<b>Contact Details</b>						
Telephone/Mobile						
E-mail address						
<b>PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE</b>						
<b>Designation/ Description</b>	<b>Quantity</b>	<b>Rate Per Hour (R)</b>	<b>Total Hours</b>	<b>Total Cost (R)</b>		
<b>Sub-Total</b>						
<b>Disbursements</b>						
<b>Total for Year One (R)</b>						
<b>SUMMARY OF AUDIT FEES PER YEAR</b>				<b>TOTAL COST (R)</b>		
Year One						
Year Two						
Year Three						
<b>TOTAL AUDIT COST INCLUDING VAT(R)</b>						

**Notes:**

1. The total cost (year-on-year) summary above should be the same as the costing submitted in the proposal.
2. The costing schedule is to be submitted as part of the proposal.
3. Proposals without full pricing/ total costing year-on-year will be regarded as non-compliant.

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**NAME AND SIGNATURE OF AUDIT PARTNER**

**ANNEXURE C: AUDITABLE AREAS, RISKS AND TYPE OF AUDITS (*SEE LEGEND AT THE END*)**

Risk Category	Business Process/ Auditable Area/ Scope of Work	Identified Risks	Year/ Type of Annual Audit		
			2022	2023	2024
R1	Human Resource Management	<ul style="list-style-type: none"> <li>• Lack of continuity in critical roles in the organization</li> <li>• Continued implementation of HR practices that are not in line with current industry practice</li> <li>• Poor individual and organisational performance due to:                             <ul style="list-style-type: none"> <li>✓ Inadequate employee wellness program</li> <li>✓ Low staff retention</li> <li>✓ Inadequate skills/competencies and staff development</li> </ul> </li> <li>• Industrial or labour action/dispute</li> </ul>	√	√√	√
R2	Financial Management	<ul style="list-style-type: none"> <li>• Poor internal financial controls that result in:                             <ul style="list-style-type: none"> <li>• Failure to invoice clients and inadequate invoice details</li> <li>• Inability to recover funds from debtors</li> <li>• Late payment of creditors</li> <li>• Failure to optimise return from invested funds</li> </ul> </li> <li>• Limited financial resources to conduct the business of Council</li> <li>• Procurement inefficiencies</li> </ul>	√	√√	√
R3	Fraud & Corruption	<ul style="list-style-type: none"> <li>• Override of controls (not following the prescribed policies or processes)</li> <li>• Collusion/bribery between employees, inspectors, and service providers/customers</li> <li>• Unauthorised amendment of persons on the registers</li> </ul>	N/A	N/A	N/A

R4	Pharmacy Practice	<ul style="list-style-type: none"> <li>• Failure to monitor pharmacies for GPP compliance</li> <li>• Failure to conclude an MOA with the Office of Health Standards and Compliance</li> <li>• Current legislation not matching current professional needs</li> </ul>	√√	√	√√
R5	Registrations & Continuing Professional Development	<ul style="list-style-type: none"> <li>• Register system which is functionally inadequate to meet the needs of the organisation</li> <li>• Poor integrity of the data in the Register system</li> <li>• Unauthorised change of registration status and/or designation</li> <li>• Inadequate quality of tutorship for learners and interns</li> <li>• Inadequate availability of tutors</li> <li>• Plagiarism in intern submissions of CPD entries</li> </ul>	√√	√	√√
R6	Pharmacy Education & Training	<ul style="list-style-type: none"> <li>• Failure to monitor providers for GPE compliance</li> <li>• Potential conflict with education and related legislation</li> <li>• Current legislation not matching educational needs</li> <li>• Outdated criteria for the accreditation of learning programmes</li> <li>• Outdated curriculum</li> </ul>	√√	√	√√
R7	Pre-Registrations & Examinations	<ul style="list-style-type: none"> <li>• Compromised integrity of gateway exams</li> <li>• Inadequate assessment of validity and reliability of the gateway exams</li> <li>• Registration of foreign qualified persons not meeting the legislative requirements</li> <li>• Delay in pharmacist interns commencing community service due to non-compliance with pre-registration requirements</li> </ul>	√√	√	√√



		<ul style="list-style-type: none"> <li>✓ Loss in connectivity experience by candidates during the online/remote examination</li> </ul>			
R8	Legal Services	<ul style="list-style-type: none"> <li>• Litigation due to the nature of the functions of the organization in the ordinary course of business</li> <li>• Current legislation not matching current professional needs <ul style="list-style-type: none"> <li>✓ Taking too long to set standards</li> <li>✓ Delays in the amendments and publication of Council legislation</li> </ul> </li> <li>• Ineffectiveness as a result of mutually related regulatory functions between Council and SAHPRA</li> </ul>	√	√√	√
R9	Professional Conduct	<ul style="list-style-type: none"> <li>• Inadequacies in investigating professional conduct complaints</li> </ul>	√√	√	√√
R10	Corporate Governance & Compliance	<ul style="list-style-type: none"> <li>• Litigation or penalties to the organisation as a result of unauthorised access to and use of information</li> <li>• Non-compliance as a result of inadequate quality management systems</li> <li>• Penalties and litigation to the organisation as a result of lack of implementation of experts' recommendations</li> <li>• Penalties and litigation as a result of the inadequate evaluation, monitoring and reporting of compliance to laws, regulations, and non-binding codes</li> <li>• Organisational failure, ministerial administration, and special investigations as a result of inadequate strategic leadership and direction</li> <li>• Insufficient human resource capacity in pharmacy to meet the needs of the country</li> </ul>	√	√√	√

		<ul style="list-style-type: none"> <li>• Disruption of services as a result of inadequate Business Continuity Plans</li> <li>• Poor stakeholder relations as a result of inadequate stakeholder engagement on decisions of Council</li> <li>• Lack of synergy between Council and NDoH as a result of Council plans not being aligned to National Department of Health (NDoH) plans</li> </ul>			
R11	Information Technology	<ul style="list-style-type: none"> <li>• Unauthorised access to information and computer systems</li> <li>• Inappropriate utilisation of IT resources</li> <li>• Disruptions to information systems in the event of a disaster</li> <li>• Disruption in operations as a result of system downtime</li> <li>• Obsolete technology</li> <li>• Cyber-attacks and infiltration of networks</li> <li>• Poor connectivity to the network while working from home</li> <li>• Over-reliance on third-party IT service providers</li> </ul>	√	√√	√
R12	Service Delivery	<ul style="list-style-type: none"> <li>• Poor customer relations</li> <li>• Non-compliance with set turnaround times in processing applications</li> <li>• Inadequate customer service monitoring and feedback</li> </ul>	√	√√	√
R13	Marketing & Communications	<ul style="list-style-type: none"> <li>• Negative image and reputation of the Council</li> </ul>	√	√√	√
R14	Infrastructure & Facilities	<ul style="list-style-type: none"> <li>• Inadequate/insufficient building infrastructure (exam venues, office space and parking space)</li> </ul>	√	√√	√

		<ul style="list-style-type: none"> <li>• Damage and theft of company assets and harm to personnel</li> <li>• Rezoning of the purchased property not being granted</li> </ul>			
	External Audit Findings	<ul style="list-style-type: none"> <li>• Failure to implement recommendations/ address audit findings</li> </ul>	√√	√√	√√

**Legend/ key**

Symbol	Type of review/ audit
√	Full review
√√	Follow-up review
N/A	No review required (review embedded/ will be carried out alongside other reviews)

**Note(s):**

1. Each business process is to be audited in full every two years.
2. Internal auditors attend all Audit and Risk Committee meetings to report. Generally, three (3) meetings are planned per year.

## ANNEXURE D – EVALUATION SHEET

NAME OF MEMBER.....

### SCORECARD FOR EVALUATION OF TENDERS & PROPOSALS

THE 90/10 PREFERENCE POINT SYSTEMS

NAME OF COMPANY:

A maximum of 90 points is allocated for functionality and price on the following basis:  
**90/10**

**Price evaluation criteria = 63 points (70% of 90)**

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{\min}$  = Rand value of the lowest acceptable bid

**Functional evaluation criteria = 27 points (30% of 90)**

Criteria	Weighting	Total Points	Score
<p><i>Methodology and project approach: Proposal on methodology and project approach indicating a practical framework to demonstrate an adequate understanding of Internal Audit services in line with the scope of work.</i></p> <p><i>The plan should cover short-, medium-, and long-term objectives.</i></p> <ul style="list-style-type: none"> <li>• <i>Methodology and project plan linked to the milestones and timeframes;</i></li> <li>• <i>Programme structure with clear timelines and outputs;</i></li> <li>• <i>Quality assurance steps indicated;</i></li> <li>• <i>Clear reporting mechanisms; and</i></li> <li>• <i>Indicators and means of verifying progress.</i></li> </ul>	<p><i>The methodology is innovative, timeframes and project plan are suited and tailored to the project needs = <b>5-8 points</b></i></p> <p><i>Approach is specifically tailored to suit the requirements and needs of the SAPC. The plan does not fully meet the SAPC requirements and lacks innovation = <b>3-5 points</b></i></p> <p><i>Methodology approach is generic and will not meet projects requirements. The project plan does not meet all requirements = <b>1-3 points</b></i></p> <p><i>No submission = <b>0 points</b></i></p>	8	
<p><i>Reference Letters from different organisations not older than 2 years as evidence of related internal audit work previously conducted.</i></p> <p><i>N.B The reference letter(s) must be on the letterhead of the previously serviced client and should reflect, at least, the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The reference letter should indicate the quality of the service rendered.</i></p>	<p><i>5 Reference letters or more including performance information letters attached = <b>4 points</b></i></p> <p><i>4 reference letters or more including performance information attached = <b>3 points</b></i></p> <p><i>3 reference letters attached = <b>2 points</b></i></p>	4	

	2 reference letters/ incomplete attached = <b>0 points</b>		
<p>Experience in working with Statutory bodies (submit relevant reference letters of Statutory body experience)</p> <p><i>N.B. The reference letter(s) must not be older than five years, must be on the letterhead of the previously serviced client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The reference letter should indicate the quality of the service rendered.</i></p>	<p>2 Statutory Body letters attached = <b>3 points</b></p> <p>1 Statutory Body letter attached = <b>1 points</b></p> <p>No/unsatisfactory /incomplete reference letters attached = <b>0 points</b></p>	3	
<p>Experience and Qualification of a Lead Partner/Director</p> <p><b>Qualifications:</b></p> <p>Must be accredited with an appropriate professional body (e.g., CIA, CA (SA), ACCA) proof of accreditation must be provided.</p> <p><i>N.B bidders must attach certified copies not older than 3 months of the qualifications.</i></p> <p><b>Experience</b></p> <p>Must have at least 8 years of experience in related work.</p>	<p><b>Qualifications:</b></p> <p>Proof of relevant professional accreditation is provided = <b>1 points</b></p> <p>No proof of professional accreditation attached/irrelevant professional accreditation = <b>0 points</b></p> <p><b>Experience:</b></p> <p>Has at least 10 years' experience in related work = <b>1 points</b></p> <p>Has less than 10 years' experience in related work = <b>0 points</b></p>	2	
Curriculum Vitae(s) and qualification of each of the core team members	Internal Audit Manager in possession of professional accreditation (CIS/CISA/CA) and 5 years post articles experience = <b>3 points</b>	8	

<p><i>Bidders must attach relevant certified copies of the highest qualifications/professional certificate.</i></p> <p><i>Certification may not be older than 3 months prior to submission and preferably in Accounting/Internal Auditing.</i></p> <p><i>Uncertified qualification/professional certificates will not be accepted as authentic. Foreign qualifications are required to be accompanied by a SAQA evaluation certificate.</i></p> <p><i>The potential bidder must attach brief CVs and proof of registration of 3 core management team members consisting of Internal Audit and ICT Specialist.</i></p>	<p><i>IT Specialist in possession of professional accreditation (CISA) and 5 years' experience = 1 point</i></p> <p><i>Each team member has BTech in Internal Auditing (proof of qualification must be submitted) = 1 point</i></p> <p><i>Each team member has a minimum of 2 years post articles experience = 1 point</i></p> <p><i>No CV and /or certified copies of qualifications attached for the respective team member = 0 points</i></p>		
<p><i>Company profile</i></p>	<p><i>Company profile should indicate the following elements:</i></p> <p><i>Company's years of experience (at least 5 years) = 1 point</i></p> <p><i>Geographical location = 1 points (awarded to those companies located and/or have operations within Gauteng Province)</i></p> <p><i>No profile attached = 0 points</i></p>	2	

Total points for functionality (30% of 90 = 27 points) \_\_\_\_\_

<b>Sub-Total points for pricing and functionality</b>	
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## Points awarded for Compliance with BBBEE Scorecard

A company's score is translated into a level, and the higher the level, the more that preferential procurement is worth. The table below represents the levels of compliance:

BBBEE Status Level of Contributor	Number of Points	Scoring
1	10	
2	9	
3	8	
4	7	
5	6	
6	5	
7	4	
8	3	
Non-Compliant Contributor	2	
Sub-total points for BBBEE points		

<b>Total Points for pricing, functionality &amp; BBBEE</b>	
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<b>Name of Tender Committee Member</b>	
<b>Signature: Tender Committee Member</b>	