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| <b>RFP Number</b>              | SAC2610-015                                                                                                               |
| <b>RFP DESCRIPTION</b>         | APPOINTMENT OF A SUITABLY QUALIFIED INDEPENDENT SERVICE PROVIDER(S) TO RENDER INTERNAL AUDIT SERVICES                     |
| <b>ISSUE DATE</b>              | 08 OCTOBER 2026                                                                                                           |
| <b>BRIEFING SESSION</b>        | NONE                                                                                                                      |
| <b>CLOSING DATE &amp; TIME</b> | TUESDAY, 27 OCTOBER 2026 @17:00                                                                                           |
| <b>SUBMISSIONS</b>             | EMAIL TO: <a href="mailto:scm@sacnasp.org.za">scm@sacnasp.org.za</a><br><br><b>SUBJECT:</b> SAC2610-015 INTERNAL AUDITORS |

## 1. PURPOSE

The South African Council for Natural Scientific Professions (SACNASP) invites proposals from qualified and reliable service providers to supply internal audit services.

## 2. BACKGROUND

SACNASP is a regulatory entity of the Department of Science, Technology, and Innovation (DSTI) established by Section 2 of the Natural Scientific Professions Act 27 of 2003 (NSP Act) as amended.

In terms of Section 16 (1) of the Natural Scientific Professions Act (Act 27 of 2003), the Council must, within six months from the close of each financial year, provide the Minister with an annual report, including the annual financial statements regarding its activities during that financial year, for tabling in Parliament.

SACNASP therefore requires the services of Registered Auditors to perform the Internal Audit function for a period of three (3) years, commencing with the 2026/27 financial year-end.

Section 3.2 of the Governance Framework provides that the SACNASP Corporate Governance Structure comprises an Internal Audit function, which will provide independent assurance on the effectiveness of governance, risk management, and internal controls.

## OBJECTIVE

The purpose is to appoint an independent and suitably qualified Internal Audit service provider to deliver risk-based assurance and advisory services on governance, risk management, and internal controls.

## **SCOPE OF WORK**

SACNASP seeks to appoint a service provider to provide an internal audit function, including to:

- Provide a general Internal Audit application and control review
- Conduct an IT Governance Review
- Conduct a risk maturity assessment
- Analyse the findings of the risk maturity assessment and identify and present the Strategic Risks to the Council and a proposed way forward
- Advise on improvement actions and subsequently assess or monitor implementation, but Management remains responsible for implementation.
- Present a project plan on how to implement the improvement plans defined in the risk maturity assessment for sign-off by the Audit, Risk & ICT Committee.

## **3. DELIVERABLES**

The Internal Audit function shall report functionally and directly to the Audit, Risk & ICT Committee and administratively to the Chief Executive Officer. The deliverables are as follows:

- Develop the risk-based Three-Year Strategic Internal Audit Plan and annual work program and present them to AR&ICT for review and approval.
- Develop the risk-based Annual Internal Audit Plan and present it to AR&ICT for review and approval.
- Develop and review the Internal Audit Charter annually and submit it to AR&ICT for consideration and approval.
- Develop and review the Internal Audit Methodology annually and present it to AR&ICT for approval.
- Assess the adequacy and effectiveness of SACNASP's Disaster Recovery and Business Continuity arrangements.
- Conduct internal audit engagements, including planning, execution, and reporting, in accordance with the approved Annual Internal Audit Plan and Internal Audit Methodology.
- Attend regular progress meetings and prepare periodic status reports for submission to AR&ICT.
- Compile and issue Internal Audit Reports for all completed audit engagements and facilitate discussions with Management and the relevant auditees.
- Attend quarterly AR&ICT meetings to present audit reports, key findings, emerging risks, and the status of management action plans.
- Conduct Probity Audits on procurement processes and bid evaluations identified in the approved Procurement Plan prior to contract award and report the outcomes to AR&ICT.

- Develop, maintain, and update the Audit Findings Register for all audit reports presented to AR&ICT; monitor the implementation of agreed management actions and provide quarterly progress reports to Management and AR&ICT.
- Maintain complete and accurate Internal Audit records in accordance with the approved Internal Audit Methodology and the organization's records management framework.
- Conduct follow-up reviews to verify the implementation and effectiveness of agreed corrective actions and report the results to Management and AR&ICT.
- Assess the adequacy and effectiveness of SACNASP's Risk Management Framework, including the Risk Appetite, Risk Tolerance and Risk Profile, and provide independent assurance and recommendations.
- Provide independent assurance and advisory services aimed at strengthening governance, risk management, and internal control processes across the organization.
- Identify emerging risks and control weaknesses and communicate these proactively to Management and AR&ICT for appropriate action.
- Internal Audit must report on its independence, resources, performance and compliance with applicable Institute of Internal Auditors (IIA) Standards and Code of Ethics, and provide for a private session with AR&ICT without Management

#### **4. DURATION OF THE PROJECT**

The contract will be for a period of three (3) years, commencing from the date of signing of the Service Level Agreement (SLA). Continuation into years 2 and 3 is subject to satisfactory performance of the Internal Audit function, with performance reviewed by AR&ICT in accordance with the Governance Framework and applicable contract-management requirements.

#### **5. CONFIDENTIALITY AND NON-DISCLOSURE**

The selected service provider will be required to sign a confidentiality and non-disclosure agreement to protect sensitive information related to the policy, procedure and standard operating procedure (SOP) development. No information will be shared with third parties without the written consent from SACNASP.

## **6. REQUIREMENTS FOR RFP**

### **6.1. PHASE 1: MANDATORY REQUIREMENTS**

Service providers who fail to meet the mandatory administrative requirements will be disqualified and excluded from further evaluation. Only responses that comply fully with all the listed administrative requirements will proceed to the next stage of technical/functional evaluation. Service Providers must submit the following documents:

- Proof of registration on the Central Supplier Database (CSD) held by the National Treasury (with a valid, active CSD number).
- Completed and signed Standard Bidding Documents (SBD forms):
  - SBD 4 – Declaration of Interest
  - SBD 6.1 – Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022.
  - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices
  - SBD 9 – Certificate of Independent Bid Determination
- Valid original SARS Tax Clearance Certificate or Tax Compliance Status (TCS) PIN.
- Valid B-BBEE Verification Document:
  - An original or certified copy of a valid B-BBEE Certificate, or an original affidavit signed and stamped by a Commissioner of Oaths in line with current B-BBEE regulations.
- Quotations must reflect the cost breakdown for the services, including professional fees and any disbursements. Prices quoted must be inclusive of VAT
- A valid proof of registration with the Independent Regulatory Board for Auditors (IRBA)

Only bidders that comply with ALL the criteria set out in Phase 1 above will proceed to the Technical/Functional Assessment (Phase 2).

### **6.2. PHASE 2: TECHNICAL/FUNCTIONALITY ASSESSMENT**

An assessment of functionality will be scored as per the scoring range below, and service providers must score a minimum of **70** or more to proceed to the next phase (3) of evaluation.

The following scoring system will be utilised for this evaluation:

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Details                                                                                                                                    | Weight |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <p><b>Criterion 1: Company Experience</b></p> <p>The bidder must submit their company profile indicating the number of years the firm has been rendering Internal audit services including specialized skills, expertise, and value-added services. The company profile should clearly indicate the number of years the company has been in operation and for how many years the company has been offering Internal audit services.</p>                                                                                                                                                                                                                                                                                                              | <p>1 to 3 years = 3</p> <p>4 to 7 years = 6</p> <p>8 to 10 years = 10</p> <p>&gt; 10 years = 15</p>                                        | 15     |
| <p><b>Criterion 2: Experience in the Internal audit of public entities with Revenue &gt;R15m.</b></p> <p>The Bidder should provide reference letters from different clients as evidence of the Internal audits conducted of entities with revenue above R15 million.</p> <p>The reference letters should include:</p> <ul style="list-style-type: none"> <li>• Project description</li> <li>• Revenue</li> <li>• Contactable reference</li> </ul> <p>The reference letters should not be older than five years, the letters should be on the letterhead of the previously serviced client and should indicate the name of the client, the title of the related work conducted, the year conducted, and the completed contactable reference name.</p> | <p>0 References = 0</p> <p>1 – 2 References = 5</p> <p>3 – 4 References = 10</p> <p>5 – 6 References = 15</p> <p>&gt;6 References = 20</p> | 20     |

| Criteria                                                                                                                                                                                                                                | Details                                                                                                                                                                                                                                                                                                                                                                                | Weight     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Criterion 3: Staff Compliment</b><br><br>The bidder should clearly indicate the staff compliment of the company. The description should include office support as well as a description of the IT systems used to perform the audit. | 0 to 10 staff = 5<br><br>11 to 30 staff = 10<br><br>31 to 50 staff = 15<br><br>>50 staff = 20                                                                                                                                                                                                                                                                                          | 20         |
| <b>Criterion 4: Team Expertise</b> Relevant qualifications and experience of key personnel involved in the Internal Audit services, including project managers, coordinators, ICT specialist and other critical roles.                  | Partner, Internal Audit Project Manager,<br>Internal Audit Supervisor,<br>Internal Auditor and<br>ICT Specialist = 15<br><br>Partner, Internal Audit Project Manager,<br>Internal Audit Supervisor,<br>ICT Specialist and<br>2 Internal Auditors = 20<br><br>Partner, Internal Audit Project Manager,<br>Internal Audit Supervisor,<br>ICT Specialist and<br>>2 Internal Auditors = 25 | 25         |
| <b>Criterion 5: Methodology and Approach</b><br><br>The Bidder should provide a comprehensive project proposal following the specifications outlined in the Scope of Work.                                                              | No proposal or inadequate proposal = 0<br><br>Basic proposal with limited detail = 5<br><br>Partial proposal with examples but lacking detail = 10<br><br>Fully compliant proposal with detailed plan and examples = 20                                                                                                                                                                | 20         |
| <b>Total</b>                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                        | <b>100</b> |

### 6.3. PHASE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2022 Regulations.

#### Price and B-BBEE

| Criteria                                       | Sub-criteria              | Weighting/points |
|------------------------------------------------|---------------------------|------------------|
| Price                                          | Detailed budget breakdown | 80               |
| B-BBEE (Status Level Verification Certificate) | B-BBEE Level Contributor  | 20               |
| <b>Total</b>                                   |                           | <b>100</b>       |

### 7. SUBMISSIONS

**Submission must have a minimum of 5 documents organised and labelled as follows:**

- 1) Mandatory Documents.
- 2) Company Profile.
- 3) Technical project proposal outlining methodology and timelines.
- 4) Pricing (if not included in the proposal).
- 5) References.

**All documents should be forwarded via email to:**

Email: [scm@sacnasp.org.za](mailto:scm@sacnasp.org.za)

Tel: 012 748 6500

No late bids will be considered. Bids sent to any other email address other than the one specified above will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and on time.

**All technical enquiries should be directed to:**

Contact Person: Pontsho Mamabolo

Designation: Financial Accountant

Email: [Pontsho.Mamabolo@sacnasp.org.za](mailto:Pontsho.Mamabolo@sacnasp.org.za)

SACNASP reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposals received. This RFP content provides a comprehensive outline for potential service providers to understand the organisation's requirements and submit proposals accordingly.

**8. VALIDITY PERIOD**

SACNASP requires a 90-Business-Day validity period from the closing date. Bidders are to note that they may be requested to extend the validity period of their response on the same terms and conditions if the internal processes are not finalised within that period. However, once the adjudication body has approved the process and awarded the business to the successful bidder, the successful bidder's response will remain valid until a final contract is concluded.