



North West Parks Board
North West Province
Republic of South Africa

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**OFFICE OF THE
CHIEF FINANCIAL OFFICER**

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**TERMS OF REFERENCES (TORS) FOR THE
INTERNAL CONTROL REVIEWS, PREVENTION
AND DETECTION CONTROLS OF IRREGULAR
AND FRUITLESS AND WASTEFUL
EXPENDITURE FOR 2021/2022 AND
2022/2023 FINANCIAL YEARS FOR
RECOMMENDATIONS TO IMPROVE
INTERNAL CONTROLS AND INSTITUTING OF
CONSEQUENCE MANAGEMENT**

N.B. THE WRITTEN QUOTAION MUST BE ON YOUR COMPANY’S LETTER HEAD INCLUSIVE OF VAT AND DISBURSEMENTS. PLEASE ALSO SIGN THESE TERMS OF REFERENCE AT THE BOTTOM TOGETHER WITH ALL COMPLETED AND SIGNED DOCUMENTS. HAND DELIVER OR EMAIL ALL COMPLETED DOCUMENTS INCLUDING THE OFFER (i.e. QUOTED PRICE) TO MR KEAREBETSWE SEFULARO: 018 3971529 AND EMAIL: KSEFULARO@NWPB.ORG.ZA NOT LATER THAN 03 FEBRUARY 2023. FAILURE TO COMPLETE ALL REQUIRED DOCUMENTS WILL RESULT IN A DISQUALIFICATION.

1. DESCRIPTION FOR QUOTATION

Request for quotations to appoint service provider to provide internal control reviews, prevention and detection controls on Irregular and Fruitless and Wasteful Expenditure (IFW) by making recommendations to institute consequence management for 2021/2022 and 2022/2023.

Internal control review objectives are as follows: -

- To assist management in maintaining efficient and effective controls by evaluating those controls;
- To ensure that internal control reviews are conducted in accordance with the standards set by the Institute of Internal Auditors (IIA);
- To assist the organization in identifying and evaluation significant exposures IFW expenditure;
- To assist all levels of management of the organization to prevent and detect IFW expenditure;
- To examine and evaluate the effectiveness, efficiency and economy of internal controls to prevent and detect UIFW expenditure; and
- The duration of the assignment is a maximum of 1-2 months from the date of appointment.

The appointed service provider will be required to:

- Review the adequacy and effectiveness of the internal control system to prevent and detect IFW expenditure;
- Provide an innovative, responsive and effective services by assisting organisation in evaluating the effectiveness and efficiency of the internal control systems, and compliance with policies and procedures and recommending improvements;
- Determine the reasons for incurring the IFW expenditure;
- Determine if any officials can be held accountable for incurring IFW expenditure;
- Determine if any UIFW expenditure incurred can be recovered; and
- Provide final report with recommendations (i.e. consequence management, improvements of internal controls) to management.

The service provider should meet the following competency requirements:

Be competent in the practice of internal controls and/or internal auditing;

The team leader must possess **ALL** the following professional certifications:

Certified Internal Auditor (CIA);

Certified Government Audit Professional (CGAP); and

Certificate in Control Self-Control Assessment (CCSA).

N.B. The team leader must have public sector internal auditing experience of fifteen (15) years or more.

2. EVALUATION OF THE BIDDERS

The bidders will be evaluated in terms of the new Preferential Procurement Regulations, 2022 issued on the 04 November 2022 as follows:

- (i) Functionality (i.e. stage 1),
- (ii) 80/20 basis point system (i.e. stage 2), and
- (iii) SCM Compliance (i.e. stage 3).

(i) Functionality

Only service providers achieving a score of 80 points will be further considered for 80/20 basis point system (i.e. stage 2) evaluation.

No.	Description	Points Allocation	Maximum Points
1.	Competency Experience – Company: Reference Letters in public sector internal audit/internal control review/investigation on IFW expenditure	<ul style="list-style-type: none"> • 3 Reference Letters = 30 points • 2 Reference Letters = 20 points • 1 Reference Letter = 10 points 	30
2.	Key Personnel: Detailed CV, Certified copies of qualifications and certificates	Experience of Team Leader: <ul style="list-style-type: none"> • 15 years or more in Internal Auditing = 25 points • 10 – 14 years on Internal Auditing = 15 points • 5 – 9 years on Internal Auditing = 10 points 	30
		Qualifications of Team Leader: <ul style="list-style-type: none"> • CIA, CGAP & CCSA (all 3) = 30 points • CIA & CGAP or CCSA = 20 points 	30

		<ul style="list-style-type: none"> CIA or CGAP or CCSA = 10 points 	
3.	Company Offices	North West Province = 10 points Outside North West but in RSA = 5 points	10

(ii) 80/20 basis point system

No.	Description	Points Allocation	Maximum Points
1.	Price	<p>Price:</p> <ul style="list-style-type: none"> Lowest quote = 80 points. Others dependent on the quoted amounts to be used in the formula for 80/20 basis point system on price. 	80
2.	<p>Preferential Points</p> <p>N.B. PLEASE ATTACH REGISTRATION DOCUMENTS OF THE BUSINESS AND CERTIFIED COPIES OF IDENTITY DOCUMENTS (IDs) FOR VERIFICATION PURPOSES.</p> <p>ALSO ATTACH ANY PROOF FOR VERIFICATION OF DISABILITY IF POINTS UNDER THIS SPECIFIC GOAL ARE CLAIMED.</p>	<p>Specific goals:</p> <p>(i) Historical Previous Disadvantaged Ownership (15 points).</p> <p>(1) 100% ownership by black Africans (5 points), more than 50% ownership by black Africans (2.5 points), less than 50% ownership by black Africans (1.5 point) and 0% ownership by black Africans (0 point).</p> <p>(2) 100% ownership by black African women (5 points), 50% ownership by black women (2.5 points), less than 50% ownership by African women (1.5 points), ownership by white women (1 point).</p>	20

		<p>(3) Ownership by people living with disability (5 points)</p> <p>(ii) Youth Ownership (5 points)</p> <ul style="list-style-type: none"> Owned by young people of not more than 35 years (5 points) More than 35 years of age (0 points) 	
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(iii) Compliance with Supply Chain Management (SCM)

The following documents are compulsory to be attached in addition to the completed and required documents for the purpose of compliance:

- (i) Completed and signed attached documents;
- (ii) Tax compliance pin to determine whether the bidder is currently tax compliant; and
- (iii) CSD Documents to determine whether the bidder is registered with CSD to National Treasury.

N.B. FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN A DISQUALIFICATION

Project Team and Price

#	Resource	Rate per hour	Total Cost for the Project
1.	Team Leader	R	R
2.	Manager	R	R
3.	Team Members	R	R
4.	Sub-Total	N/A	R
5.	VAT (15%)	N/A	R
6.	Disbursements	N/A	R
7.	GRAND TOTAL	N/A	R

N.B. Please note that the quotation must be in your letterhead.

3'. PREVIOUS WORK EXPERIENCE OF A SIMILAR NATURE

List main work experience of a similar nature to this bid successfully executed and completed (or on-going) in the last five years:

No.	Institution / Client / Employer	Project Description	Date Started	Date Completed (indicate projected completion if on-going)	Project value in Rands	Name and contact details of contact person / reference at institution	Attach Copies of Appointment Letters for verification
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Representatives of the #NWPB# are hereby authorized to contact the above contact persons / references of various institutions to verify the correctness of the information as supplied if found necessary.

<p>.....</p> <p>Signature</p>	<p>.....</p> <p>Date</p>
<p>.....</p> <p>Position</p>	<p>.....</p> <p>Name of the Bidder</p>