



**military veterans**

Department:  
Military Veterans  
REPUBLIC OF SOUTH AFRICA

Private Bag X 943, Pretoria, 0001 328 Festival Street, Hatfield, Pretoria

---

## **REQUEST FOR TENDER (RFT)**

**RFQ NO: DMV/ BID/ 01 /2025/26**

### **TERMS OF REFERENCE (TOR)**

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV)**

<b>NAME OF BIDDER</b>	
<b>TOTAL BID PRICE (all inclusive)</b>	<b>R</b>
<b>VAT NUMBER (if registered for VAT)</b>	
<b>SUPPLIER CSD REGISTRATION NUMBER</b>	<b>MAAA</b>
<b>TAX COMPLIANCE STATUS PIN (to verify bidder's tax compliance status)</b>	

**CLOSING DATE: 05 JUNE 2025**

**BID MUST BE SUBMITTED IN THE TENDER BOX AT 328 FESTIVAL STREET, HATFIELD.**

# **APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

## **1. PURPOSE**

- 1.1. The purpose of this bid is to appoint a suitable independent internal audit service provider to carry out the internal audit and risk management services at the Department of Military Veterans for a period of three (3) years.

## **2. BACKGROUND**

- 2.1. The Department of Military Veterans (DMV) was established to facilitate delivery and coordination of all activities that recognize and entrench the restoration of dignity and appreciation of the contribution of military veterans to our freedom and nation building.
- 2.2. The Public Finance Management Act (Act no. 1 of 1999) requires the establishment of an effective internal audit (IA) and Risk Management function under the control and direction of an Audit Committee (section 51 (1) (a) (ii)).

## **3. SCOPE OF WORK**

### **3.1. INTERNAL AUDIT AND INFORMATION COMMUNICATION TECHNOLOGY (ICT) AUDIT MANAGEMENT**

The appointed service provider will be required to perform the following duties and responsibilities (key deliverables):

- 3.1.1. Prepare, in consultation with and for approval by the DMV Audit Committee ("the AC"):
  - a) A rolling three (3) year strategic internal audit plan based on its assessment of key areas of risk for the DMV, having regard to its current operations, those proposed in its strategic plan, and its risk management strategy.
  - b) An annual internal audit plan for the first year of the rolling three-year strategic internal audit plan.
  - c) Plans indicating the proposed scope of each audit in the annual internal audit plan; and
  - d) Report to the DMV management and AC detailing its performance against the annual internal audit plan, to allow effective monitoring and possible intervention.

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

- 3.1.2. Assist the DMV, through the AC in maintaining effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement.

The controls subject to evaluation should encompass, but not limited to the following:

- a) The information systems environment.
  - b) The reliability and integrity of financial and operational information.
  - c) The effectiveness of operations.
  - d) Safeguarding of assets; and
  - e) Compliance with laws, regulations, and controls.
- 3.1.3. Review of Performance Information with respect to key performance objectives, indicators, and targets prior to the tabling of the DMV Strategic Plan / Annual Performance Plan (APP)/Annual Report to Parliament.
- 3.1.4. Liaise with the internal and external DMV assurance providers to co-ordinate its activities to ensure appropriate coverage of risk areas and minimize duplication of efforts.
- 3.1.5. Review of Annual Financial Statements in accordance with Modified Cash Basis Standards.
- 3.1.6. Provision of overall internal audit project management.
- 3.1.7. Review governance documents of Internal Audit on an annual basis.
- 3.1.8. Evaluation/assessment of policies in accordance with the annual internal audit plan.
- 3.1.9. Provide consulting services as and when requested.
- 3.1.10. Maintain audit files as per the DMV Internal Audit Methodology document. The files will remain the property of DMV.
- 3.1.11. Develop and implement upon approval from the DMV a formal skills transfer plan for DMV staff that will improve the internal capacity of the function.

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

**3.2. RISK MANAGEMENT**

- 3.2.1. The appointed service provider is required to assist DMV in developing the required frameworks, risk registers including the overall strategic risk, capacity development, and the establishment of an effective risk management function (ERM).
- 3.2.2. The development and establishment of an effective enterprise risk management solution to achieve the strategic outcomes for DMV.
- 3.2.3. The appointed service provider will be required to prepare a consolidated report containing the following:
  - a) Assessment of current risk policy, practice, and prevailing risk culture using a defined risk model.
  - b) Assessment of the current risk registers and review of strategic risks.
  - c) Assessment of risk categories and reporting matrix for improvement including a combined assurance plan and reporting tools.
  - d) Developmental support to the Risk Management Committee (RMC) and management regarding current practices and future requirements for the development of the ERM function.
  - e) A diagnosis of issues affecting the performance of DMV's ERM function.
  - f) Considerations for the alignment of DMV's strategic risk register and to the overall DMV Strategy and Annual Performance Plan (APP).
  - g) Considerations for the maturity of DMV's ERM function going forward; and
  - h) Required changes to the strategic risk register.
- 3.2.4. The following policy documents must be updated and/or drafted:
  - a) Develop the risk appetite and tolerance framework.
  - b) Combined assurance framework.
  - c) Project Risk Management framework.
  - d) Refine the ERM framework, policy and strategy.
  - e) Business Continuity Plan.
  - f) Anti-fraud and corruption policy.
  - g) Disaster recovery plan.
  - h) Review and update the risk policy, standards and framework to mitigate risk and ensure an effective reporting structure is established.
  - i) Emerging operational risk within the Audit component.
- 3.2.5. DMV's risk registers must be updated:

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

- a) Revise the strategic risk register and identification of gaps.
- b) Alignment of DMV's risk register according to the planning for the upcoming financial year in accordance with the overall DMV Strategy and Annual Performance Plan (APP).
- c) Consultation and assistance to business unit Risk Owners and Risk Champions in the identification, risk classification, monitoring and mitigation of enterprise risk; and
- d) Assist with the definition of strategic risks versus business unit operational risks.

**3.2.6. An ERM function must be firmly established:**

- a) Risk information, communication, reporting, improvement of the DMV risk culture, co-ordination of all ERM activities of DMV, risk oversight and support.
- b) Facilitating a process to clearly define the risk appetite and tolerance of DMV risks by reviewing the status of enterprise risks.
- c) Best- Practice recommendations to DMV on the overall ERM function and activities.
- d) Implement and communicate risk reporting structures and roll out; and
- e) Evaluate the risk maturity and culture of DMV and provide recommendations for improvement.

**3.2.7. Capacity development:**

- a) Plan and provide workshops/risk training interventions to the risk owners, management and the Risk Management Committee (RMC).
- b) Assess the current Internal Audit & Risk Management environment and prepare a capacity development and skills transfer plan for the duration of the contract.

**3.2.8. General:**

- a) Review and update where required, the RMC Governance documents include the Terms of Reference, Strategy, Framework and Policy.

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

**4. DURATION OF THE CONTRACT**

- 4.1. The contract with the successful bidder will be for a period of thirty-six (36) months from the date of the appointment.
- 4.2. The successful bidder will be subjected to a six (06) months' probation period where an assessment will be performed based on the approved/agreed project plans.
- 4.3. After which the performance will be reviewed annually, and the continuation of the contract will be dependent on a favorable assessment.

**5. EXPECTED OUTCOMES AND DELIVERABLES**

- 5.1. The appointed service provider must ensure that all work conforms to the International Standards for Professional Practice of Internal Auditing and Risk Management. Each audit assignment shall at least consist of the following deliverables or outcomes:
  - 5.1.1. Detailed project plan (To be discussed and agreed upon by the DMV management and successful bidder).
  - 5.1.2. Execute audit projects in line with the project requirements, timeframes, and budget as per the approved Internal Audit Plans.
  - 5.1.3. Provide monthly reports to the DMV management and quarterly reports to the Audit Committee on the status of the projects.
  - 5.1.4. Provide Electronic and Hard copies of audit files with all working papers, audit evidence, and client information at the end of each engagement; and
  - 5.1.5. Final detailed reports with concise recommendations and management action plans.

**6. PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP**

- 6.1. It is mandatory for the senior resources of the preferred service provider (i.e. directors, senior managers and specialists) to have the appropriate professional qualifications enabling them to perform internal audit and risk management services. These must include, but are not limited to the following:
  - 6.1.1. Certified Internal Auditor (Certified by the Institute of Internal Auditors South Africa), or
  - 6.1.2. Chartered Accountant (SA) (Certified by the South African Institute of Chartered Accountants (SAICA))

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

6.1.3. Certified Information System Auditor (Certified by ISACA), and

6.1.4. IRMSA Membership - The Institute of Risk Management South Africa.

## **7. COSTING / COMPREHENSIVE BUDGET**

7.1. An all-inclusive comprehensive cost prize must be submitted in a separate envelope indicating unit prices per resource inclusive of VAT (SBD 3.3 for detailed costing. The bidder should quote in South African currency (Rands) for all the resources.

7.2. The DMV reserves the right to negotiate with the recommended bidder(s) identified in the evaluation process, regarding any terms and conditions, including rationalization of the fees to ensure cost containment measures prior to the awarding of the bid.

7.3. DMV reserves the right to appoint or not appoint and/or appoint multiple suppliers.

## **8. EVALUATION CRITERIA**

The evaluation of bids will be conducted in three phases as follows:

PHASES	DETAILS
<b>Phase 1</b>	<b>Pre-compliance criteria and mandatory requirements</b> Bidders must submit all documents as outlined. (refer to par 8.1) Bidders will be <b>disqualified</b> if not complying with mandatory requirements. Only bidders that comply with ALL the criteria will be evaluated on Functionality.
<b>Phase 2</b>	<b>Functionality</b> Bidders must submit all documents as outlined (refer to par 8.2). The minimum score required for functionality is 70 points to qualify for further evaluation. A bidder who scores less than 70 points on functionality will be disqualified and not be evaluated further on Phase 3 (Price and Specific Goals).
<b>Phase 3</b>	<b>Price and Specific Goals</b> The bidder with the lowest price will be allocated 80 points. Bidders that quoted higher prices will score lower points for price on a pro-rata basis. The points scored for price will be added to the points scored for Specific goals to obtain the bidder's total points scored out of 100

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

**8.1. Phase 1: Pre-compliance criteria and mandatory requirements**

Bidders that fail to meet the pre-qualification requirements of the bid will not be considered further for evaluation on technical requirements i.e. Phase 2

<b>Documents that must be submitted</b>	<b>Non-submission will result in disqualification</b>	<b>Requirement</b>
Invitation to Bid – SBD 1	<b>NO</b>	Must be fully completed, signed, and submitted with the bid by the closing date and time.
Pricing Schedule- SBD 3.1	<b>NO</b>	Must be fully completed submitted with the bid by the closing date and time.
Pricing Schedule- SBD 3.3	<b>YES</b>	Must be fully completed, submitted with the bid by the closing date and time.
Bidder's Disclosure – SBD 4	<b>YES</b>	Must be fully completed, signed, and submitted with the bid by the closing date and time.
Preference Points Claim Form in terms of Preferential Procurement Regulations 2022- SBD 6.1	<b>NO</b>	Non- completion or claiming on this form will lead to a zero (0) score on Specific Goals
Specific Goals	<b>NO</b>	Bidders Should submit the required documents together with their tenders to substantiate their specific goals claims.  Failure to submit will lead to zero (0) score on specific goals points.
Terms of Reference as advertised	<b>YES</b>	Must be fully completed, priced, signed and initialised each page by the authorized person and submitted with the bid by the closing date and time.
Experience in the public sector audit and risk management environment.  The service provider must have a minimum of at least 5 years' experience in the public sector audit environment.	<b>YES</b>	Attach reference letters with contact details, description, and contract duration.



**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

<b>Documents that must be submitted</b>	<b>Non-submission will result in disqualification</b>	<b>Requirement</b>
Proof of Registration with relevant professional bodies for Directors, Senior Managers and Specialists.	<b>YES</b>	Attach valid Proof of Registration with the relevant professional bodies for each Director, Senior Managers and Specialists (refer to par 6.1)
Business registration status	<b>YES</b>	Entity must be in business
In service of the state status	<b>YES</b>	Bid will not be considered if Shareholders or Directors are employed by state /government departments, municipalities, municipal entities, public entities.
Tender defaulting and restriction status	<b>YES</b>	Entity and directors must not be restricted

**NB:** The DMV will conduct the verification as per the following table.

<b>CRITERIA</b>	<b>REQUIREMENT</b>
Tax compliance status	Recommended entity must be Tax compliant

**Failure to comply with the above requirement will lead to disqualification.**

## **8.2. Phase 2: The evaluation for the Technical and Functional**

The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality will not proceed to phase 3 (Price and Specific Goals).

Rating scale of 0 – 5 to be applied:

<b>Scale</b>	<b>Rating</b>
Non-compliant	0
Poor	1
Average	2
Good	3
Very Good	4
Excellent	5

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

	CRITERIA	FUNCTIONALITY	RATING SCALE	SCORING	WEIGHT
<b>8.2.1: BIDDER EXPERIENCE IN PROVIDING INTERNAL AUDIT AND RISK MANAGEMENT SERVICES IN THE PUBLIC SECTOR (REFERENCE LETTERS FROM 1 ORGANIZATION WILL BE CONSIDERED AS 1 REFERENCE).</b>					<b>40</b>
a)	<b>Bidders Experience in providing Internal Audit and services in the Public Sector</b>	Bidder must demonstrate that they have the capacity to render the required services and demonstrate experience in Internal Audit, and within the Public Sector, Entities/ Departments. Bidders must attach reference letters from previous clients where Internal Audit and was rendered and completed. The reference letter must be signed and dated, on the company letter head and must have duration and contactable email address: if the reference letter does not comply with the requirements, it will be not considered	<div>Above 10 years' experience in Internal Auditing</div> <div>above 8 years to 10 years' experience in Internal Auditing services</div> <div>above 6 years to 8 years' experience in Internal Auditing services</div> <div>above 4 years to 6 years' experience in Internal Auditing services</div> <div>above 2 years to 4 years' experience in Internal Auditing services</div> <div>Less than 2 years' experience in Internal Auditing services</div>	<div>5</div> <div>4</div> <div>3</div> <div>2</div> <div>1</div> <div>0</div>	<b>25</b>
b)	<b>Value of Contracts:</b>	Combined value of contracts (previous, current, or combined)  Copy of award letter (s) must be attached.	<div>R10 000 001 and above</div> <div>R8 000 001 To R10 000 000</div> <div>R6000 001 To R8 000 000</div> <div>R4 000 001 To R6000 0000</div> <div>R1 To R4000 000</div> <div>No award letter attached.</div>	<div>5</div> <div>4</div> <div>3</div> <div>2</div> <div>1</div> <div>0</div>	<b>05</b>
c)	<b>Bidders Experience in providing–Risk Management services in the Public Sector</b>	.  Bidder must demonstrate that they have the capacity to render the required services and demonstrate experience in Risk Management, and within the	<div>Above 10 years' experience in Risk Management services.</div> <div>Above 8 years to 10 years' experience in Risk Management services</div> <div>Above 6 years to 8 years' experience in Risk Management services</div>	<div>5</div> <div>4</div> <div>3</div>	<b>10</b>

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

	CRITERIA	FUNCTIONALITY	RATING SCALE	SCORING	WEIGHT
<b>8.2.1: BIDDER EXPERIENCE IN PROVIDING INTERNAL AUDIT AND RISK MANAGEMENT SERVICES IN THE PUBLIC SECTOR (REFERENCE LETTERS FROM 1 ORGANIZATION WILL BE CONSIDERED AS 1 REFERENCE).</b>					<b>40</b>
		Public Sector, Entities/ Departments. Bidders must attach reference letters from previous clients where Risk Management Services were rendered and completed. The reference letter must be signed and dated, on the company letter head and must have duration and contactable email address: if the reference letter does not comply with the requirements, it will be not considered	<div>Above 4 years to 6 years' experience in Risk Management.</div> <div>Above 2 years to 4 years' experience in Risk Management.</div> <div>Less than 2 years' experience in Risk Management services</div>	<div>2</div> <div>1</div> <div>0</div>	

	Criteria	FUNCTIONALITY	CRITERIA	SCORING	WEIGHT
<b>8.2.2: TEAM EXPERIENCE IN PROVIDING INTERNAL AUDIT AND RISK MANAGEMENT SERVICES IN THE PUBLIC SECTOR</b>					<b>30</b>
a)	<b>Combined experience of the directors / partners – internal audit and risk management</b>	Provide a comprehensive CV demonstrating experience of the Director/Partner in overseeing /leading Internal audit and Risk Management in the public sector.	<div>Above 10 years' internal audit, ICT audit and risk management experience on a partner / director level</div> <div>8-10 years' internal audit, ICT audit and risk management experience on partner / director level</div> <div>6-7 years' internal audit, ICT audit and risk management experience on a partner / director level</div> <div>4-5 years' internal audit, ICT audit and risk management experience on a partner / director level</div> <div>3 years' internal audit, ICT audit and risk management experience on partner / director level</div> <div>Less than 3 years' Internal Audit management experience</div>	<div>5</div> <div>4</div> <div>3</div> <div>2</div> <div>1</div> <div>0</div>	<b>7</b>
b)	<b>Experience: internal audit manager</b>	Bidders must provide comprehensive CV demonstrations of the proposed	<div>Above 7 years' Internal Audit management experience</div> <div>6 years' Internal audit management experience</div>	<div>5</div> <div>4</div>	<b>7</b>

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

	Criteria	FUNCTIONALITY	CRITERIA	SCORING	WEIGHT
<b>8.2.2: TEAM EXPERIENCE IN PROVIDING INTERNAL AUDIT AND RISK MANAGEMENT SERVICES IN THE PUBLIC SECTOR</b>					<b>30</b>
		Internal Audit Manager in managing Internal Audit Engagements in the public sector.	5 years' Internal audit management experience	3	
			4 years' Internal audit management experience	2	
			3 years' Internal audit management experience	1	
			Less than 2-year Internal audit management experience	0	
c)	<b>Experience: risk manager</b>	Provide a comprehensive CV demonstrating experience of the Risk Manager in conducting Risk Management services.	Above 6 years' Risk management experience	5	<b>6</b>
			6 years' risk management experience	4	
			5 years' risk management experience	3	
			4 years' risk management experience	2	
			3 years' risk management experience	1	
			Less than 3-year risk management experience	0	
d)	<b>Experience: ICT audit manager</b>	Provide a comprehensive CV demonstrating experience of the proposed IT Audit Manager in conducting ICT Audit Engagements in the public sector.	Above 5 years – ICT Audit Experience	5	<b>5</b>
			5 years – ICT Audit experience	4	
			4 years – ICT Audit experience	3	
			3 years – ICT Audit experience	2	
			2 years – ICT Audit experience	1	
			Less than 2 years –	0	
e)		Provide a comprehensive CV demonstrating the combined	Above 5 years Internal Audit management experience	5	<b>5</b>

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

	Criteria	FUNCTIONALITY	CRITERIA	SCORING	WEIGHT
<b>8.2.2: TEAM EXPERIENCE IN PROVIDING INTERNAL AUDIT AND RISK MANAGEMENT SERVICES IN THE PUBLIC SECTOR</b>					<b>30</b>
	<b>Combined experience: internal auditors</b>	years of experience of the proposed) Internal Auditors in managing Internal Audit Engagements in the public sector.	Above 4 up and inclusive of 5 years Internal Audit management experience	4	
			Above 3 – up to and inclusive of 4 years Internal Audit management experience	3	
			2 – up to and inclusive of 3 years Internal Audit management experience	2	
			Less than 2 years Internal Audit experience	1	
			No experience	0	

	Criteria	FUNCTIONALITY	CRITERIA	SCORING	WEIGHT
<b>8.2.3: QUALIFICATIONS OF THE INTERNAL AUDIT AND RISK MANAGEMENT TEAM</b>					<b>30</b>
a)	<b>Qualifications: director / partner – internal audit and risk management</b>	Bidder must submit copies of certified qualifications not older than 6 months	All directors must have relevant degree (Minimum NQF level 6) and must be a Certified Internal Auditor (CIA) and be a member of any of the following professional bodies (CISA, CRMA, CCSA, CFSA, CGAP, CA(SA))	5	<b>7</b>
			Requirement not met	0	
b)	<b>Qualifications: internal audit manager</b>	Bidder must submit copies of certified qualifications not older than 6 months	Must have a minimum relevant degree (Minimum NQF level 6), and be a member of any of the following professional bodies (CISA, CRMA, CCSA, CFSA, CGAP, CA(SA))	5	<b>7</b>
			Requirement not met	0	
c)	<b>Qualifications: internal auditors</b>	Bidder must submit copies of certified qualifications not older than 6 months	Must have the relevant graduate qualification in Internal Audit (Minimum level 6) and is a Certified Internal Auditor/s (CIA)	5	<b>5</b>
			Must have the relevant graduate Qualification in Internal Audit (Minimum level 6)	3	

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

	Criteria	FUNCTIONALITY	CRITERIA	SCORING	WEIGHT
<b>8.2.3: QUALIFICATIONS OF THE INTERNAL AUDIT AND RISK MANAGEMENT TEAM</b>					<b>30</b>
			Requirement not met	0	
d)	<b>Qualifications: ICT audit manager</b>	Bidder must submit copies of certified qualifications not older than 6 months  Bidder must submit copies of qualifications including valid ISACA membership certificates	Relevant graduate qualification in Internal Audit or ICT Audit (Minimum NQF level 6) and must be a Certified Internal Auditor, any additional relevant auditing professional certifications (Certified Ethical Hacker (CEH) or Certified Information Systems Security Professional (CISSP) certifications	5	<b>5</b>
			Requirement not met	0	
e)	<b>Qualifications: risk manager</b>	Bidder must submit copies of certified qualifications not older than 6 months	Must have relevant graduate qualification (Minimum NQF level 6) and must be a certified Internal Auditor and a member of Institute of Risk Management of South Africa.	5	<b>6</b>
			Requirement not met	0	
<b>Total</b>					<b>100</b>

**8.3. Phase 3: Evaluation in terms of the Price and Specific Goals**

**8.3.1. STEP 1: Calculation of points for price**

- The lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.
- The formulae to be utilized in calculating points scored for price are as follows:  
**80/20 Preference point system [(for acquisition of services, works or goods up to a Rand value of R50 million) (inclusive of all applicable taxes)]:**

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

Where;

$P_s$  = Points scored for the comparative price of the bid or offer under consideration

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

Pt = Comparative price of bid or offer under consideration

Pmin = Comparative price of lowest acceptable bid or offer.

**8.3.2. Step 2: Calculation of points for Specific goals**

Bidders should submit copies of their valid Historically Disadvantage Individuals Verification Documents as per the table below to claim points. NON-SUBMISSION OF VERIFICATION DOCUMENTS WILL result in 0 POINTS allocation.

Specific Goals	Number of Points	Points claimed by the service providers
Organisations which are 51% owned by people who are woman	4	
Organisations which are 51% owned by Black people (As per the definition in the B-BBEE Act 53 of 2003)	4	
Organisations which are 51% owned by persons with disability	4	
Organisations which are 51% owned by Military Veterans (in line with the Military Act No 18 Of 2011)	4	
Organization which are 51% owned by youth	2	
Organization which are 51% owned located within certain Municipality	2	
<b>TOTAL POINTS</b>		

**The Department will be responsible for printing CSD reports from Central Supplier Database and Military Veterans reports from Military Veterans Database.**

**NB: Specific 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).
- An original and valid B-BBBEE Status level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditors approved by the Independent Regulatory Board of Auditors (IRBA) to substantiate their points. The Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) must submit an affidavit signed by the Commissioner of Oaths.

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

- c) To claim for a locality with certain Municipality/locality points, bidders must have the business operating within the boundaries of a specific geographic area, and a proof of address under the business's name shall be provided where the bidder is an owner of the property. A valid lease agreement or an affidavit from the property owner that the address used is rented out to the tenderer.
- d) To claim disability points, the bidder must submit a copy of the latest three months' valid medical report from a Registered Medical practitioner, confirming the disability status.
- e) To claim youth points, bidders may submit a certified copy of the ID document.

**8.3.3. Step 3: Calculation of total points scored for price and Specific goals.**

The points scored for price will be added to the points scored for Specific goals to obtain the bidder's total points scored out of 100. The preferred bidders who scored the highest points will be recommended for award.

**9. DUE DILIGENCE**

- 9.1. The Department reserves the right to conduct due diligence on the entire tender process prior to final award or at any time during the tender process period and this may include pre-announced site visits.
- 9.2. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may result in disqualification of the bid in whole or parts thereof.

**10. SPECIAL CONDITIONS OF CONTRACT**

- 10.1. On appointment, the performance measures and Key Performance indicators for the delivery of the agreed services will be closely monitored by DMV.
- 10.2. The DMV will not be held responsible for any costs incurred by the service providers in the preparation, presentation and submission of the proposal.



## **APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

- 10.3. The service provider(s) must make sure that if one of the team members allocated to DMV is no longer forming part of the team, such member must be replaced with the person with the similar expertise and qualifications and DMV must be notified.
- 10.4. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 10.5. The proposals should be submitted with all required information containing technical information.
- 10.6. Travelling costs and time spent or incurred between home and office of the service provider and DMV office will not be for the account of DMV.
- 10.7. The Bidders failing to meet all the mandatory requirements will automatically be disqualified.
- 10.8. If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of the joined entity should be submitted. Both members in the joint venture must meet the requirements of the proposal.
- 10.9. Poor or non-performance by the Bidders will result in cancellation of the bid and the SLA.
- 10.10. Should the Bidder(s) fail to perform, DMV reserves the right to request that the Bidder remedy the non-performance within fourteen (14) days. Should this non-performance persist, the Bidder will be given thirty (30) days' notice of cancellation of the contract.

## **11.SUB-CONTRACTING CONDITIONS / REQUIREMENT**

- 11.1. In a case whereby sub-contracting is not set as a pre-qualification criterion, however, the tenderer intends to subcontract a portion of work, such a tenderer awarded a contract may only enter sub-contracting arrangements with the written approval of the DMV.

## **12.PAYMENT TERMS**

- 12.1. DMV undertakes to pay out in full or as per deliverables within thirty (30) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.

## **APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

### **13. FINANCIAL PROPOSAL**

- 13.1. It is understood that internal audits and ICT audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work. Financial proposals will be compared based on hourly rates. Firms are required to submit a table of hourly rates. Rates should be inclusive of overheads and VAT. All hours claimed must be signed off by the representative of DMV
- 13.2. Pricing, based on hourly tariffs, will be considered in determining the suitability of the proposal regarding the services to be provided. The rates per hour of the above levels of staff should be indicated:
- 13.3. The price quoted must consider AGSA Rates as issued by the South African Institute of Chartered Accountants (SAICA).
- 13.4. Special conditions
- 13.4.1. All candidates must provide own tools of trade for own use, DMV will not provide these. DMV has the right to negotiate with service providers.

### **14. BRIEFING SESSION**

- 14.1. There will be compulsory virtual briefing Session on **21 May 2025 @ 10:00AM**

**Microsoft Teams [Need help?](#)**

**[Join the meeting now](#)**

**Meeting ID: 324 061 093 665 2**

**Passcode: SG2ZB6ED**

### **15. CLOSING DATE: 05 June 2025**

- 15.1. Proposals must be submitted on or before 05 June 2025 at 11H00AM at Department of Military Veterans; 328 Festival Street, Hatfield, Pretoria.

**APPOINTMENT OF A SUITABLE QUALIFIED SERVICE PROVIDER TO RENDER THE INTERNAL AUDIT AND RISK MANAGEMENT FUNCTIONS FOR A PERIOD OF THREE (3) YEARS WITHIN THE DEPARTMENT OF MILITARY VETERANS (DMV).**

**16. ENQUIRIES**

16.1. All enquiries relating to bid documents should be directed to:

<b><u>No</u></b>	<b><u>Name</u></b>	<b><u>Email Address</u></b>
1	Ludwe Peter - Bid related enquiries	Ludwe.Peter@dmv.gov.za