

Request for Bid/Tender Reference Number 2021/01

OUTSOURCING OF INTERNAL AUDIT

The Northern Cape Urban TVET College in Kimberley requests bids from professional service providers for the outsourcing of its internal audit.

1. OVERVIEW

The intention of the Northern Cape Urban TVET College in appointing an independent internal audit service provider is to enhance its financial strategy and governance. The internal audit service provider should assist management in maintaining and enhancing controls by evaluating those controls to determine the effectiveness and efficiency thereof.

The internal audit service provider will report to the Accounting Officer and the Audit and Risk Committee.

2. TERMS OF ENGAGEMENT

The contract for internal audit services will be effective from the date of appointment **1 April 2021 until 31 March 2024**. The contract may be extended for a further period not exceeding one (1) year, following satisfactory delivery of service specified in the letter of engagement and SLA, solely at the discretion of the College.

3. OBJECTIVES OF THE INTERNAL AUDIT

The internal audit function will provide an objective assurance and consulting activity to the College and will assist in maintaining and enhancing controls with special emphasis on reliability and integrity of financial and operational information; effectiveness of operations; information systems; compliance with policies, regulations and contracts; safeguarding of assets; efficient use of resources; and risk management.

The successful bidder must demonstrate the capability to perform the internal audit in accordance with SAICA, IRBA and/or IAS standards and practices and related legislation.

Interested service providers wishing to be considered must submit the following:

- Completion and submission of the official bid documents of the NCUTVET College.
- In addition the following documents, filed in this order, must accompany the bid
 - a) CIPCO Documents
 - b) Valid tax clearance certificate
 - c) BBBEE certificate or letter from the auditor/accounting officer if EME
 - d) A recent copy of the business account or copy of rental agreement as proof of address
 - e) Declaration of interest form
 - f) Preference point form for those who want to claim preference points
 - g) Declaration of bidders past supply chain management practice form

h) Proof that they are registered on the NCU TVET College and National Treasury (CSD) supplier database. Proof of NCU TVET registration can be obtained at 35 Long Street.

- The bid documents of any bidder who fails to comply with these bid requirements will be regarded as non-responsive and will not be considered.

4. COMPULSORY BRIEFING SESSION

There will be a compulsory briefing session for interested parties in the Boardroom at the Northern Cape Urban TVET College at 37 Long Street, Kimberley on **Friday, 19 February 2021 at 10:00**.

5. COLLECTION OF BID DOCUMENTS

Bid documents may be collected from the Central Office, Finance Department, 35 Long Street, Albertynshof, Kimberley subject to valid proof of payment of a non-refundable deposit of R1500.00 payable by bank deposit or EFT. Bank details are as follows: ABSA Bank, Branch Code: 632005, A/c No.:940590833, A/c holder: NCU TVET COLLEGE (Please quote reference: "Bid 2021/01 & company name).

The NCU TVET College reserves the right to withdraw, cancel or not award any proposal issued.

CLOSING DATE

The closing date for the bid submission is **Monday , 15 February 2021 at 15:00**. One original plus three copies of the bid documents must be provided and sealed in a clearly marked envelope/package "**OUTSOURCING OF INTERNAL AUDIT, Bid Number 2021/01**" and be placed only in the tender box at the Northern Cape Urban TVET College's Central Office, which is located at 37 Long Street, Kimberley.

All inquiries must be directed to Mr N Jacobs at 053-8392093.

NO FAXED, EMAILED OR LATE APPLICATIONS WILL BE ACCEPTED.