



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## Experienced service providers are hereby invited to tender for Northern Cape Urban TVET College (NCUTVET) on the below services.

**NB: Please note this is a RE-ADVERTISEMENT, All services providers who previously submitted may or may not re-submit as their previous application will be taken into consideration .**

### INTERNAL AUDIT SERVICES: NCUTVET 2021/01

#### 1. OVERVIEW

Northern Cape Urban TVET College intends appointing an independent internal audit service provider in order to provide independent assurance that the college's risk management, governance, and **internal** control processes are operating effectively. 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 is from **1 May 2021 until 30 April 2024** .

Northern Cape TVET College reserves the right to extend the contract for a further period not exceeding one (1) year, following satisfactory delivery of service specified in the letter of engagement and SLA.

#### 3. PURPOSE OF THE INTERNAL AUDIT SERVICES

The purpose of internal auditing services is to provide insight into an organization's culture, policies, procedures, and aids board and management oversight by verifying internal controls such as operating effectiveness, risk mitigation controls, and compliance with any relevant laws or regulations.

#### 4. MANDATORY REQUIREMENTS

Interested service providers wishing to be considered must demonstrate and/or submit the following:

- Demonstrate the capability to perform the internal audit in accordance with SAICA, IRBA and/or IIAS standards and practices and related legislation
- Complete and submit the official bid documents of the NCUTVET College.
- 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.
- i) A valid proof of payment of a non-refundable fee of R1500.00 payable through bank deposit or EFT.

**NB: 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.**

## 5. COMPULSORY BRIEFING SESSION

To be held at Northern Cape Urban TVET College ( Central Office) – 37 Long Street. Kimberley

Tender Reference Number	Tender Description	Compulsory Briefing Session
NCUTVET 2021/01	Provision of Internal Audit Services	Tuesday, 16 March 2021 at 12H00

## 6. COLLECTION OF BID DOCUMENTS

Tender documents are available at a non-refundable fee of R1500.00 payable through a bank deposit or EFT and may be collected from the Central Office, Finance Department, 37 Long Street, Kimberley.

**Bank details are as follows:** ABSA Bank, Branch Code: 632005, A/c No.:940590833, A/c holder: NCU TVET COLLEGE (Please quote tender reference number: “NCUTVET 2021/01 & company name).

All inquiries must be directed to: **Mr N Jacobs at 053-8392093 or email: jacobsn@ncutvet.edu.za**

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

## 7. SUBMISSION OF BID DOCUMENTS

One original plus three copies of the bid documents must be provided and sealed in a clearly marked envelope/package “ **INTERNAL AUDIT SERVICES, Bid Reference Number 2021/01**”

Sealed envelopes/package must be deposited only in the tender box at the Northern Cape Urban TVET College’s Central Office, which is located at 37 Long Street, Kimberley.

**NO FAXED, EMAILED OR LATE APPLICATIONS WILL BE DISQUALIFIED FROM THE BIDDING PROCESS.**

<b>Closing Date</b>	<b>Closing Time</b>
<b>Tuesday, 30 March 2021</b>	<b>12H00</b>

**8. CORRESPONDENCE**

Correspondence will only be limited to shortlisted applicants only.

Should you not be contacted by the College within 30 days of the closing date of the tender, please consider your proposal unsuccessful.

**9. DISCLAIMER**

Northern Cape Urban TVET College is not binded to accepting the lowest bid and reserves the right to accept the bid as a whole, in part or not at all.

**The Northern Cape Urban TVET College is committed to both the principle and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (BBBEE).**