



REQUEST FOR QUOTATIONS/ KHC/RFQ/24/2024

Project Name: APPOINTMENT OF EXTERNAL AUDITORS TO PERFORM EXTERNAL AUDIT SERVICE ON THE IMPLEMENTED INFRASTRUCTURE PROJECT FUNDED BY CIEG GRANT

RFQ No: KHC/RFQ/24/2024
Technical Enquires: Mr. N. Makupula
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SCM Enquiries: Ms S. Nongomanzi
Contact No: 047 401 6400/6437
Email address: snongomanzi@khc.edu.za

Important Information:

DOCUMENTS TO BE FORWARDED WITH THIS RFQ

The documents, as indicated below must be attached to this RFQ. These documents form part of the Mandatory/Pre-Qualification stage of this RFQ. Documents requested for this stage are essential as non-compliance to the request to attach these documents, will render your RFQ unacceptable.

Please submit the following mandatory/ pre-qualifying compliance documents:

1. Valid SARS Tax Clearance Certificate or pin.
2. Copy of Central Supplier database (CSD) report (Full CSD report not summary).
3. Copy of Business Registration Document (CIPC).
4. Completed SUPPLIER declaration forms SBD 4(obtainable from our website).

Please submit the following additional documents to claim points for specific goals

1. Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (obtainable from our website).
2. Certified copy of ID of director(s), (Certification must not be older than 6 months)

All quotations and compliance documents **MUST** be emailed to the following address: snongomanzi@khc.edu.za

Closing Date of quotations: 01 November 2024, TIME: 14:00PM

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED

Scope of work

The successful service provider will be required to perform but not limited to the following:

- Test if the CIEG funding has been spent according to the CIEG grant conditions.
- If quality work has been delivered; (Existence, Occurrence and Value for Money)
- If reasonable rates have been charged by the Contractors for the work paid for; (Accuracy and Value for Money)
- If the projects were critical and of important nature to the College, linked to the maintenance plans of the College; (Valuation)
- If a Principal Agent or other Consultants have been appointed to facilitate the projects, to determine if the professional fees payable in this regard, are market related. (Accuracy and Value for Money).

Evaluation Criteria

The evaluation of this RFQ will be done in four stages of evaluation – (1) Mandatory Assessment,) (2) Functionality scoring (3) Price and Empowerment goals 80/20 and (4) Qualitative Assessment (Reference checks)

FUNCTIONALITY SCORING TABLE (Minimum threshold is equal to 70%)

Evaluation criteria	Documentation to be provided	Points allocation (Weight)	Maximum Points allocated
<p><u>1. Company/firm Experience:</u></p> <p>Company Experience on successful carried out projects (Audits in Departments, public entities and private sector relating to External Audit), in the past 3 years.</p>	<p>Attach appointment and completion letters with authentic reference letters from the clients with contactable references and contacts</p> <p>NB: Only letters with a positive reference will be considered in allocation of points</p>	<ul style="list-style-type: none"> • More than 5 confirmed similar completed external audits = 40 points • 3-5 confirmed similar completed external audits = 30 points • 1-2 confirmed similar completed external audits = 10 points • 0 confirmed similar completed external audits = 0 points 	<p>40</p>

PROJECT DESCRIPTION

APPOINTMENT OF EXTERNAL AUDITORS TO PERFORM EXTERNAL AUDIT SERVICE ON THE IMPLEMENTED INFRASTRUCTURE PROJECT FUNDED BY CIEG GRANT

Pricing Schedule

Item	Scope of Work	Duration	Total Cost incl Disbursements and Vat
Appointment of External Auditors to Perform External Audit Service on The Implemented Infrastructure Project Funded by CIEG Grant	<p>Provision of External Audit Service on the TVET CIEG Expenditure Grant. In total, a maximum of 25 payment transactions (or less depending on quantum of CIEG projects completed) will be applicable for each audit cycle, comprising of maximum 5 CIEG projects and 5 payment transactions per project.</p> <p>The Auditor must provide a conclusive Audit Report indicating if CIEG projects and transactions selected for the audit are according to the conditions of the CIEG grant</p>	1 Month	R.....
Activity 1	Engagement Meeting (Entrance Meeting)	1 Day	R.....
Activity 2	Execution and Substantive testing	1 -2 Weeks	R.....
Activity 3	Physical Verification of the projects	1 Week	R.....
Activity 4	Concluding and Reporting	1 Week	R.....
Total Cost			R.....