



REQUEST FOR QUOTATIONS/ KHC/RFQ/02/2025

Project Name: APPOINTMENT OF INTERNAL AUDITORS TO PERFORM INTERNAL
AUDIT SERVICES

RFQ No: KHC/RFQ/02/2025
Technical Enquires: Mr. N. Makupula
Contact Details: 047 401 6467
Email address: ndabezitham@khc.edu.za

SCM Enquiries: Ms S. Nongomanzi
Contact No: 047 401 6400/6438
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).
- 5.

Item	Personnel	Documents to be submitted	Years' Experience
1.	Director	CV with copies of qualifications/ Certification (Certified Internal Auditor, IIA membership, B tech Internal Audit/Bcomm Acc)	10+
2.	Manager	CV with copies of qualifications/ Certification (IAT, IIA membership, B tech Internal Audit/Bcomm Acc)	5+
3.	Auditor	CV with copies of qualifications/ Certification (IIA membership, B tech Internal Audit/Ndip Internal Audit)	3+

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 email address: snongomanzi@khc.edu.za

Closing Date of quotations: 27 January 2025, TIME: 15:00PM

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED

Purpose: To co source services of Internal Audit Service provider to assist the unit in the finalisation of the internal audit plan and review and update the internal audit charter, internal audit framework in accordance with the New IIA Standards issued in 2024 for full compliance with the standards

Scope of work:

1. Fleet Management

- Review the effectiveness and efficiency of the college's fleet management system including Vehicle Controls or usage, Maintenance, Acquisitions and Disposals, Fuel usage. in accordance with the College's Policies and National Road traffic act.
- Evaluate cost efficiency, risk management and adherence to policies

2. Supply Chain Management

- Conduct a comprehensive internal audit of the college's supply chain management processes, ensuring compliance with the relevant legislations and policies
- Assess procurement practices, tender management, and contract administration to identify risks and recommend improvements

3. Review and update Internal audit charter and Methodology.

- Review the current internal audit charter and methodology and align it to the best practices to ensure adherence to the International Standards for the Professional Practice of Internal Auditing (Standards), which are part of the IIA's International Professional Practices Framework (IPPF). These standards are designed to ensure that internal audit activities are conducted with professionalism, consistency, and effectiveness.

Pricing Schedule

Service Description	R'000
Fleet Management Audit	
SCM Audit	
Review and update Internal audit charter and Methodology.	
Grand Total	

Duration of work: 1 Month from date of appointment