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1. REQUEST FOR QUOTATIONS

RFQ Name: Appointment of internal auditor for the review of internal audit charter, audit committee charter, Internal Audit methodology and audit of the supply chain management.

RFQ Number: RFQ/KHC/24/2025

Specification Enquires: Mr. N. Makupula

Contact Details: 047 401 6400/6419

Email address: nmakupula@khc.edu.za

SCM Enquiries: Ms N. Maseme

Contact No: 047 401 6400/6437

Email address: nmaseme@khc.edu.za

2. COMPLIANCE

2.1 MANDATORY RETURNABLE DOCUMENTS

- Valid SARS Tax Clearance Certificate or pin
- Proof of Central Supplier Database Registration (all report pages and NOT summary report)
- Completed SUPPLIER declaration forms (SBD 4) (Obtainable from the Colleges' website)
- Copy of company registration documents (CK's)
- Active membership with the Institute of Internal Auditors South Africa (IIA SA) for all Team Members.

2.2 Other requirements:

- Certified copy of ID of director/s (certification not older than 6 months)
- Completed SBD 6.1 Preferential points claim form (Obtainable for the Colleges website)
- Company profile detailing previous experiences.

Item	Full Descriptions	Requirements	Experience	Membership
1.	Partner/ Senior Manager/Director	B Tech Internal Audit / BCom Acc, Certified Internal Auditor.	7+	IIA (SA)
2.	Manager /Senior Auditor	B Tech Internal Audit / BCom Acc, Completed Articles / Professional Internal Auditor	5+	IIA (SA) / SAICA
3.	Auditor	B Tech Internal Audit / BCom Acc with Completed SAICA Articles / IAT	3+	IIA (SA) / SAICA

3.SCOPE OF WORK

Internal Audit on Supply Chain Management

- Evaluate the efficiency and effectiveness of supply chain operations.
- Assess compliance with internal policies and external regulations.
- Identify risks, bottlenecks, and opportunities for cost reduction.
- Ensure controls are in place to protect against fraud, errors, and disruptions.

Procurement

- Are procurement policies and approvals being followed?
- Are supplier selections based on documented criteria?
- Are contracts with suppliers comprehensive and up to date?
- Are purchase orders reconciled with deliveries and invoices?

Supplier Management

- Are Suppliers evaluated regularly?
- Is there a process for onboarding and offboarding suppliers?
- Are performance metrics tracked (e.g., on-time delivery, quality)?

Internal Audit Team

The service provider should work closely with the Internal Audit team to be able to transfer the Knowledge and skills to the junior Internal Auditors.

Report

The service provider is expected to prepare and submit a report to the Internal Audit Manager within the set time frames.

Implementation of Internal Audit Standards in accordance with the new Global Internal Audit Standards—issued by the Institute of Internal Auditors (IIA) in January 2024 and effective January 2025—requires a structured and comprehensive approach. These new standards are more principles-based, streamlined, and aimed at improving the relevance and impact of internal auditing.

Key Steps for Implementation

- Compare current practices with the new Standards.
- Identify compliance gaps in areas like governance, risk management, documentation, and audit planning.
- Emphasize ethics, independence, and quality in accordance with the new standards.
- Update internal audit charters and policies to reflect the changes.
- Update Internal Audit Manual
- Revise internal documentation (charters, procedures, checklists, templates) to align with the five domains.
- Incorporate principle-based guidance to support flexible but standardized approaches.
- Ensure that senior management and the Audit Committee understand their revised oversight roles.
- Clarify roles and responsibilities for the Chief Audit Executive (CAE) under the new guidance.
- Quality Assurance and Improvement Program (QAIP) (Redesign QAIP to reflect continuous improvement and alignment with the updated standards).

4.Schedule of Price

A - SCM				
Details	Rank	Rate Per Hour	Hours Allocated	Total
Manager	Certified Internal Auditor		80	
Senior Internal Auditor	5 years experience		160	
Internal Auditor 1	3+		160	
Sub Total				
B - UPDATE OF INTERNAL AUDIT DOCUMENTS				
Details	Rank	Rate Per Hour	Hours Allocated	Total
Manager	Certified Internal Auditor		80	
Senior Internal Auditor	5 years experience		160	
Internal Auditor 1	3+		160	
Sub Total				
<i>Project Cost for A + B</i>				
Vat				
Sub Total				
Disbursements				
Grand Total				

4.Submission

Closing date of quotations: 27 June 2025, 16:00pm

Quotations must be emailed to: nmaseme@khc.edu.za

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED