

REQUEST FOR PROPOSAL ITAC

The appointment of internal audit firms to provide professional services and assistance to the International Trade Administration Commission of SA for a period of 36 months



TERMS OF REFERENCE FOR THE APPOINTMENT OF A CO-SOURCED INTERNAL AUDIT SERVICE PROVIDER TO PROVIDE PROFESSIONAL SERVICES AND ASSISTANCE TO THE INTERNATIONAL TRADE ADMINISTRATION COMMISSION OF SOUTH AFRICA FOR A PERIOD OF 36 MONTHS

RFP NUMBER: ITAC 04-2025/2026

Date Issued: 9 March 2026

Closing date and time: 10 April 2026 at 11:00

Bid Validity Period: 120 days

TENDER BOX ADDRESS:

The **dtic** Campus
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77 Meintjies Street
Sunnyside
Pretoria
0002

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1. Purpose

The purpose of this Request for Proposal (RFP) is to solicit services from suitably qualified and experienced service providers practicing as INTERNAL AUDITORS to be a co-source partner to assist ITAC on delivering internal audit services.

This RFP does not constitute an offer to do business with ITAC but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

2. Background

2.1 Establishment of the International Trade Administration Commission (hereinafter referred to as ITAC or the Commission)

The International Trade Administration Commission (ITAC) was established in terms of Section 7 of International Trade Administration Act, 2002 (Act No. 71 of 2002).

ITAC was established with its own offices located in Tshwane, Sunnyside at *the dtic* campus in 2003. The current organisational structure provides for the employment of 131 employees. The said structure consists of Senior Management Service (SMS); Middle Management Service (MMS) and other employees.

2.2 ITAC's Key Strategic Outcomes

To achieve its aims, ITAC has identified the following key strategic outcomes to guide its operations, namely to:

- 2.2.1 Promote Industrialisation.
- 2.2.2 Promote Transformation.
- 2.2.3 Conduct distributional impact assessments of trade measures that affect consumer's welfare and downstream industries.
- 2.2.4 Efficient administration of trade instruments (Customs Tariff Investigations, Trade Remedies, Import and Export control).
- 2.2.5 Monitoring and evaluation.
- 2.2.6 Modernization of administrative and operational processes to support industrialisation, transformation, and a capable state.

2.3 Functional Areas of ITAC

There are two main functional areas for ITAC with supporting business units reporting there under, namely:

2.3.1 Core business

- Tariff Investigations.
- Trade Remedies.
- Import and Export Control.

2.3.2 Business Support Services

- Human Resources.
- Finance & Supply Chain Management.
- Communication Services.
- Information Technology.
- Internal Audit services.
- Legal Services.
- Policy and Research.
- Secretariat.
- Risk Management.

2.3.3 The Commission of ITAC

As compared to the other public entities in South Africa, ITAC has no Board of Directors but a Commission. The membership of the Commission is comprised as follows:

- Full time Chief Commissioner (CEO of ITAC).
- Full time Deputy Chief Commissioner.
- Part-time Commissioners (up to 10).

3. Project objective

The International Trade Administration Commission of South Africa (ITAC) seeks to appoint a co-source partner from a firm of Internal Auditors to supplement and support its in-house Internal Audit team. The co-source partner will be used per internal audit plan to conduct audits, provide advisory services, and assist with specialized audit assignments across various units and functions.

This is done with the purpose to:

- Strengthen internal audit capacity and coverage.
- Access specialized audit skills and sector-specific expertise.
- Ensure timely execution of the annual audit plan.
- Enhance assurance and governance processes.

4. Project Requirements

The successful co-source partner will, render internal audit services as allocated by the Senior Manager: Internal Audit of ITAC per the annual internal audit plan within the contracted hours, including but not limited to:

- **Operational Audits:** Review efficiency and effectiveness of operations.
- **Compliance Audits:** Assess adherence to laws, regulations, and internal policies.
- **Financial Audits:** Evaluate accuracy and integrity of financial reporting.
- **Performance Information:** Evaluate accuracy of performance against predetermined activities
- **IT Audits:** Examine controls over information systems and cybersecurity.
- **Risk Assessments:** Identify and evaluate organizational risks.
- **Advisory Services:** Provide guidance on governance, risk management, and internal controls.

The co-source partner will also assist the inhouse team on the following:

- Consulting on internal control design and implementation.
- Participate in quarterly Audit and Risk Committee meetings on invitation.
- Review the Internal Audit Charter, methodology, policies, and reporting templates.
- Adhere to the standards set by the Institute of Internal Auditors (IIA) and contribute to the entity's QAIP, including in-house reviews.
- Transfer skills and knowledge to in-house audit staff through on-the-job mentoring.

5. Project Deliverables

The co-source partner will be expected to supplement the in-house team, thus, will be working under the direction of Senior Manager: Internal Audit. The following deliverables will be expected from the co-source partner:

- A risk-based three-year internal audit strategy and annual operational plans.
- Detailed audit briefs and work programmes for each assignment.
- Draft and final audit reports, including findings, root-cause analysis, and practical recommendations.

- Quarterly progress reports to the Audit and Risk Committee.
- Annual quality-assurance self-assessment and external quality-review results.

The working papers and audit evidence will be the property of ITAC, therefore should be submitted at the end of each audit.

NB: ITAC RESERVES THE RIGHT TO AMEND THE PROJECT DELIVERABLES WITHIN REASONABLE LIMITS AND CARE.

6. Bidders Proposed Methodology

Bidders must demonstrate thorough understanding of the objectives and deliverables of this proposal by providing a detailed methodology/approach to carry out the scope of work and clearly demonstrate how the deliverables will be achieved. This will be done by including:

- How will they support the in-house team, with reference to their experience and value add activities.
- How different specialised audits will be undertaken and available (e.g. IT, AFS, etc.)
- Demonstrate in-depth understanding in risk-assessment methodologies and how these will be used in audits.
- Demonstrate how they will assist ITAC in developing and implementing combined assurance model.
- High level quality assurance improvement processes that the firm follows and how they can add value to in-house team.

7. Expertise Required

Bidders must meet the following criteria:

- Firm's Minimum of 5 years' experience in auditing.
- Lead Director's minimum of 10 years' experience in auditing. It is required that the lead director have a professional qualification (e.g. CIA or CA(SA)).
- Team leaders must hold relevant qualifications (e.g., CIA for audits, CA(SA) for financial statement reviews, CISA for IT Audits, etc.).
- Demonstrated experience in public sector or similar environments.

Please note that bidders must attach certified copies of all required qualifications, relevant certificates, and copies of an updated curricula vitae for each employee who will be utilised for this bid.

8. Time Frames and Duration of Appointment

The envisaged duration of appointment will be a maximum of 36 months.

9. Remuneration Condition

All claims for payment shall be submitted to ITAC monthly on condition that sufficient proof is submitted on progress made in respect of project deliverables (as per project deliverables paragraph), unless parties to the contract mutually decide and agree otherwise. ITAC's payment terms is 30 days from receipt of a valid invoice.

10. Contracting Process

The contracting between ITAC and the successful service provider shall come into effect upon receipt of the letter of appointment from ITAC and accompanied by a duly authorised copy of a purchase order from the Supply Chain Management Unit.

11. Special Provisions of Contract

- 11.1 Bidders are required to take note of the contents of the **Special Conditions of Contract**, which must be taken into consideration in preparing bid submissions and which shall form an integral part of the Contract Agreement between ITAC and the successful bidder.
- 11.2 The proposed pricing schedule must be completed in full and submitted as **Annexure C**. The projects and scope in Annexure C may be changed due to the environment as directed by ITAC.
- 11.3 Appointed firm will be required to provide ITAC with internal quality assurance reviews. The proposal must clearly outline a detailed plan on how this will be conducted.
- 11.4 ITAC reserves the right to accept in whole or in part the proposal or to reject the proposal.

12. General Conditions of Contract

Bidders are required to take note of the contents of the **General Conditions of Contract**, as contained under **Annexure A**, which shall form an integral part of the Contract Agreement between ITAC and the successful bidder.

Processing of the Bidder's Personal Information

All Personal Information of the Bidder, its employees, representatives and associates ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the Commission is compelled by law to provide such information. For example, where appropriate, the Commission is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

All Personal Information collected will be processed in accordance with POPIA and with the Commission's Data Privacy Policy and Privacy Notices.

The following persons will have access to the Personal Information collected:

The Commission personnel participating in procurement/award procedures; and

Members of the public: within ten working days from the time the bid is awarded, the following information will have to be made available on the platforms that the bid was advertised on:

- contract description and bid number.
- names of the successful bidder(s) and preference points claimed.
- the contract price(s) (if possible).
- contract period.
- names of directors; and
- date of completion/award.

The Commission will ensure that the rights of the Bidder and of its employees and representatives (i.e. the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures specified in the Commission's PAIA manual.

In participating in this RFP, the Bidder consents to the use of its Personal Information for the purposes specified above.

13. Bidding Documents to be Completed, Signed and Submitted

All the information contained herein, specifically that under **paragraphs 3 to 12**; as well as all the **Annexure B** must be considered and used as a basis for the formulation of proposals and preparation of cost estimates.

All the required information under **Annexure B**, and all the annexures thereto, must be duly and comprehensively completed and submitted.

- 13.1. Invitation to Bid (SBD 1)
- 13.2. Declaration of Interest (SBD 4).
- 13.3. Preference Points Claim Forms (SBD 6.1).
- 13.4. Draft Service Level Agreement (SLA) must be provided by bidders, to be negotiated in line with the project requirements and deliverables on appointment with the preferred service provider.
- 13.5. A signed SBD 7.2.

14. LEGISLATIVE FRAMEWORK OF THE BID

14.1 Tax Legislation

- 14.1.1. Bidder(s) must be tax compliant when submitting a proposal to International Trade Administration Commission of SA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 14.1.2. It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 14.1.3. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 14.1.4. It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 14.1.5. Bidders are required to be registered on the Central Supplier Database, and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 14.1.6. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

14.2. Procurement Legislation

The International Trade Administration Commission of South Africa has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

14.3. Technical Legislation and/or Standards

Bidder(s) should be cognizant of the legislation and/or standards specifically applicable to the services.

15. Contract Documents

15.1 This Request for proposal and all its Technical and Administrative Annexures, together with the accepted Bidding Documents, duly completed and submitted by the successful bidder, shall form part of the Contract Documentation, according to which this project shall be undertaken, managed and completed.

15.2 The contract shall commence upon receipt of the letter of appointment and the purchase order from ITAC by the successful bidder.

16. Evaluation of proposal received

The International Trade Administration Commission of South Africa has set minimum standards (stages) that a bidder needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Initial Screening process (Stage 1)	Technical Evaluation Criteria (Stage 2)	Price and Specific goals evaluation (Stage 3)
Bidders must complete, sign and submit all Standard Bidding Documents (SBDs), as outlined in paragraph 11.	Bids will be evaluated as per the evaluation criteria for functionality. Bidder(s) will be required to achieve a minimum of 70 points out of 100 points to proceed to Stage 3.	The 80/20 preference point system will be used to evaluate bids in Stage 3. Bidder(s) will be evaluated out of 100 points and Stage 3 will only apply to bidder(s) who have met

<p>Bidders must also be Tax Compliant as per requirements of paragraph 12.</p> <p>NB: Bidders will be disqualified if:</p> <ul style="list-style-type: none"> - SBD 4 form is not submitted, not fully completed and signed. - Bidders are not Tax Compliant. - Bidders should be members of the professional body (e.g. IIA, SAICA) - Proof of external quality review 		<p>and exceeded the minimum threshold of 70 points.</p>
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16.1 ITAC reserves the right not to accept the lowest bid, as the elements listed in the evaluation matrix will play a major role, when evaluating bids. Additionally, ITAC is not bound to select any of the bidders or individuals submitting a proposal.

16.2 Prospective bidders are required to complete the SBD 6.1 form to qualify for specific goals as alluded under the evaluation criteria. The CSD report attached or printed by ITAC should also indicate same specific goals claimed as the points indicated on CSD would take precedent.

16.3 Prospective proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bidders who obtain 70 out of 100 points in stage 2 (technical evaluation) will qualify for stage 3 (Price and specific goals) evaluation wherein 80/20 preference points system will be used as follows: 80 points for price and 20 points for specific goals.

In respect to the evaluation matrix, prospective bidders will be rated from 1 to 5 in that: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

16.4 To ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information to substantiate compliance with the evaluation criteria.

Stage 2 (Criteria for Technical Evaluation)

	Element	Sub-Weight	Rating	Weight	Total						
1	<p>Qualifications and Experience: Lead Director</p> <p>1a) Qualifications: 5 points</p> <p>Lead Director must be a registered Certified Internal Auditor (CIA) with the Institute of Internal Auditors of South Africa (IIA-SA) or Chartered Accountant (CA) registered with the South African Institute of Chartered Accountants (SAICA).</p> <table><tr><th>Criteria</th><th>Score</th></tr><tr><td>> Registered CIA or CA(SA)</td><td>5</td></tr><tr><td>> Not Registered as CIA or CA(SA) (Including non-submission of evidence to evaluate registration with the above-mentioned bodies).</td><td>1</td></tr></table> <p>NB: Provide certified copy of registration with IIA-SA or SAICA (not older than 3 months).</p> <p>1b) Experience: 5 points</p> <p>Lead Director should demonstrate experience in auditing environment.</p>	Criteria	Score	> Registered CIA or CA(SA)	5	> Not Registered as CIA or CA(SA) (Including non-submission of evidence to evaluate registration with the above-mentioned bodies).	1	10		10	
Criteria	Score										
> Registered CIA or CA(SA)	5										
> Not Registered as CIA or CA(SA) (Including non-submission of evidence to evaluate registration with the above-mentioned bodies).	1										

	Element	Sub-Weight	Rating	Weight	Total										
	<p>The following scoring matrix will be used to evaluate this sub-criterion:</p> <table><tr><th>Criteria</th><th>Score</th></tr><tr><td>More than 10 years' experience in auditing environment.</td><td>5</td></tr><tr><td>More than 5 years, but less than 10 years' experience in auditing.</td><td>3</td></tr><tr><td>Less than 5 years' experience in audit environment.</td><td>2</td></tr><tr><td>Non-submission of a detailed CV demonstrating experience and number of years in the audit environment.</td><td>1</td></tr></table> <p>NB: A detailed CV should be provided, demonstrating the experience and number of years in the audit environment to receive the points.</p>	Criteria	Score	More than 10 years' experience in auditing environment.	5	More than 5 years, but less than 10 years' experience in auditing.	3	Less than 5 years' experience in audit environment.	2	Non-submission of a detailed CV demonstrating experience and number of years in the audit environment.	1				
Criteria	Score														
More than 10 years' experience in auditing environment.	5														
More than 5 years, but less than 10 years' experience in auditing.	3														
Less than 5 years' experience in audit environment.	2														
Non-submission of a detailed CV demonstrating experience and number of years in the audit environment.	1														
2	<p>Qualifications and Experience: Team Leader/Audit Manager</p> <p>2a) Qualifications: 15 points</p> <p>Team Leader/Audit Manager should be a registered Certified Internal Auditor (CIA) with the Institute of Internal Auditors of South Africa (IIA-SA) or Chartered Accountant (CA) registered with the South African Institute of Chartered Accountants (SAICA).</p> <table><tr><th>Criteria</th><th>Score</th></tr><tr><td>Registered CIA or CA(SA)</td><td>5</td></tr><tr><td>Not Registered as CIA or CA(SA) (Including non-submission of evidence to evaluate registration with the above-mentioned bodies).</td><td>1</td></tr></table>	Criteria	Score	Registered CIA or CA(SA)	5	Not Registered as CIA or CA(SA) (Including non-submission of evidence to evaluate registration with the above-mentioned bodies).	1	25		25					
Criteria	Score														
Registered CIA or CA(SA)	5														
Not Registered as CIA or CA(SA) (Including non-submission of evidence to evaluate registration with the above-mentioned bodies).	1														

	Element	Sub-Weight	Rating	Weight	Total										
	<p>NB: Provide certified copy of registration with IIA-SA or SAICA (not older than 3 months).</p> <p>2b) Experience: 10 points</p> <p>Team Leader/Audit Manager should demonstrate experience in auditing environment.</p> <p><i>The following scoring matrix will be used to evaluate this sub-criterion:</i></p> <table><tr><th>Criteria</th><th>Score</th></tr><tr><td>More than 5 years' experience in auditing environment</td><td>5</td></tr><tr><td>More than 3 years but less than 5 years' experience in auditing environment.</td><td>3</td></tr><tr><td>Less than 3 years' experience in auditing,</td><td>2</td></tr><tr><td>Non-submission of a detailed CV demonstrating experience and number of years in the audit environment.</td><td>1</td></tr></table> <p>NB: A detailed CV should be provided, demonstrating the experience and number of years in the audit environment to receive the points.</p>	Criteria	Score	More than 5 years' experience in auditing environment	5	More than 3 years but less than 5 years' experience in auditing environment.	3	Less than 3 years' experience in auditing,	2	Non-submission of a detailed CV demonstrating experience and number of years in the audit environment.	1				
Criteria	Score														
More than 5 years' experience in auditing environment	5														
More than 3 years but less than 5 years' experience in auditing environment.	3														
Less than 3 years' experience in auditing,	2														
Non-submission of a detailed CV demonstrating experience and number of years in the audit environment.	1														
3	<p>Team Composition (Resourcing or Availability of Staff):</p> <p>Bidders must demonstrate the availability of staff to execute this project.</p> <p>3a) Internal Auditors = 15 points</p> <p>Bidders to submit CV's and qualifications of the proposed Internal Auditors (Minimum of three (3) internal auditors. The following should be submitted:</p> <ul style="list-style-type: none">Detailed CV and certified qualifications of each team members. Each team members should meet the following requirement:	25		25											

	Element	Sub-Weight	Rating	Weight	Total								
	<div><div><div><div>➤ Each team member has minimum BTech or higher qualification (or equivalent) in Internal Auditing (proof of qualification must be submitted).</div><div>➤ Proposed support team registered with a professional body like IIA(SA).</div><div>➤ Each team member has minimum 2 years post articles experience.</div></div></div><div>3b) Other specialists = 10 points All specialists must have three years' experience. <i>The following scoring matrix will be used to evaluate this sub-criterion:</i><table><tr><th>Criteria</th><th>Score</th></tr><tr><td>Financial Statements – CA(SA)</td><td>2</td></tr><tr><td>ICT Audit – CISA</td><td>2</td></tr><tr><td>Any other specialist to be used or additional professional qualification in accounting or auditing</td><td>1</td></tr></table><i>The scores matrix will be accumulated to be weight over 5 points, e.g. if bidder claim the first two criterion, then the score will be four points.</i></div></div> <td></td> <td></td> <td></td> <td></td>	Criteria	Score	Financial Statements – CA(SA)	2	ICT Audit – CISA	2	Any other specialist to be used or additional professional qualification in accounting or auditing	1				
Criteria	Score												
Financial Statements – CA(SA)	2												
ICT Audit – CISA	2												
Any other specialist to be used or additional professional qualification in accounting or auditing	1												
4	<div><div><u>Company Experience and Capability (Contactable Reference Letters)</u></div><div>Bidders must provide contactable signed reference letters from clients for which the applicable services were rendered. The experience must be work of similar nature. Contactable reference letters must be from the public sector clients.</div><div><i>The following scoring matrix will be used to evaluate this sub-criterion:</i><table><tr><th>Criteria</th><th>Score</th></tr><tr><td>Five signed reference letters or more</td><td>5</td></tr><tr><td>Four signed reference letters</td><td>4</td></tr></table></div></div>	Criteria	Score	Five signed reference letters or more	5	Four signed reference letters	4	20		20			
Criteria	Score												
Five signed reference letters or more	5												
Four signed reference letters	4												

	Element		Sub-Weight	Rating	Weight	Total								
	Three signed reference letters	3												
	One or two signed reference letters	2												
	No signed reference letter	1												
	NB: Each reference letter must contain ALL the below mentioned criterion to be allocated points: i. The letter must be on the bidders' client letterhead. ii. The letter must be dated. iii. The letter must be signed by the bidders' client. iv. The letter must indicate the nature and the scope of the project. Letters containing the nature and scope not relevant to this project will NOT be considered. v. The letter should contain the contact details of the bidder's client.													
6	Bidders must demonstrate thorough understanding of the objectives and deliverables of this proposal by providing a detailed methodology/approach to carry out the scope of work and clearly demonstrate how the deliverables will be achieved <i>More than one sub-element will be recognised for this section</i> <i>The following scoring matrix will be used to evaluate this sub-criterion:</i> <table><tr><th>Criteria</th><th>Score</th></tr><tr><td>How will they support the in-house team, with reference to their experience and value add activities.</td><td></td></tr><tr><td>How different specialised audits will be undertaken and available (e.g. IT, AFS, etc.)</td><td></td></tr><tr><td>Demonstrate in-depth understanding in risk-assessment methodologies and how these will be used in audits.</td><td></td></tr></table>		Criteria	Score	How will they support the in-house team, with reference to their experience and value add activities.		How different specialised audits will be undertaken and available (e.g. IT, AFS, etc.)		Demonstrate in-depth understanding in risk-assessment methodologies and how these will be used in audits.		20		20	
Criteria	Score													
How will they support the in-house team, with reference to their experience and value add activities.														
How different specialised audits will be undertaken and available (e.g. IT, AFS, etc.)														
Demonstrate in-depth understanding in risk-assessment methodologies and how these will be used in audits.														

Element		Sub-Weight	Rating	Weight	Total
	Demonstrate how they will assist ITAC in developing and implementing combined assurance model.				
	High level quality assurance improvement processes that the firm follows and how they can add value to in-house team.				
	Description of ways to bring innovation and best practice to the function of internal audit to assist in enhancing performance of ITAC.				

NB: Bidders who obtain 70 out of 100 points in Stage 2 (Technical Evaluation) will qualify for Stage 3 (Price and specific goals) evaluation wherein 80/20 preference points system will be used as follows: 80 points for price and 20 points for specific goals.

Stage 3 (Criteria for Price and specific goals)

Criteria	Points
Comparative Bid Price	80
Specific goals	20
TOTAL	100

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

The following formula will be used to calculate the points for price:

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

a. Specific goals (points) allocation

A maximum of 20 points may be allocated to a bidder for attaining their specific goals in accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black Owned	6	
51% - 99% Black Owned	4	
100% Black Women Owned	6	
51% - 99% Black Women Owned	4	
5% Youth Owned	2	
2% Owned by Persons with Disabilities	1	
Business in township, rural or underdeveloped area	2	
Exempt Micro Enterprise (EME)	3	
Qualifying Small Enterprise (QSE)	2	

Specific goals points may be allocated to bidders for submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate or Sworn Affidavit (originally certified copies).

The Price and Specific goals points will be consolidated.

ITAC will use the information in the duly completed Bidding Documents submitted as well as the required supportive documentation to evaluate each bid against the criteria provided in paragraph 16.

b. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture, will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate or Sworn Affidavit.

A trust, consortium or joint venture will qualify for points for their specific goals points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **International Trade Administration Commission of South Africa** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

17. Closing Date and time

The closing date and time for the submission of the proposal is 10 April 2026 at 11h00 am.

- **Delivery address**

The DTIC Campus, Block E first floor 77 Meintjies Street, Sunnyside Pretoria 0002

18. Proposal Submission / Responses

Bidders will be required to use the two-envelope system, whereby the technical proposal (stage 2) and pricing and specific goals (stage 3) are placed in two separate envelopes and clearly marked:

TECHNICAL PROPOSAL – Bidders must submit one (1) original and four (4) hard copies of the bid proposal. The original file / envelop must be packaged as follows and clearly marked as “Original”

	Part 1a – Standard Bidding Documents and Administrative Compliance
1	SBD 1-Invitation to Bid
2	SBD 4 – Fully completed and signed Bidder’s Disclosure
3	SBD 6.1 – Completed and signed Preference Points Claim Form
4	SBD 7.2 – Completed and signed form
5	General Conditions of Contract – signed
6	Bidder’s technical proposal
7	Membership of a professional body
8	Proof of quality assurance review
9	Draft Service Level Agreement
10	Other supporting documents

FINANCIAL / PRICE PROPOSAL

NB: The bidder must submit one (1) original financial / price proposal (please use template provided) and four (4) hard copies and the envelope must be submitted separately from the technical proposal:

19. Briefing Session: There will be no briefing session. All clarification and information-seeking questions must be submitted via email by 2 April 2026, which will serve as the final cut-off date for enquiries and requests for clarification.

20. Enquiries

Supply Chain Management

Name: Ms. PS Mkhungo

Email: pmkhungo@itac.org.za

Technical Project

Name: Mr. B Kgomo

Email: bkgomo@itac.org.za

NB: ITAC RESERVES THE RIGHT TO AMEND THE PROJECT SPECIFICATIONS WITHIN REASONABLE LIMITS.

21. ANNEXURES:

ANNEXURE A: GENERAL CONDITIONS OF CONTRACT

ANNEXURE B: STANDARD BIDDING DOCUMENTS

ANNEXURE C: PRICING SCHEDULE

REQUEST FOR PROPOSAL ITAC

The appointment of internal audit firms to provide professional services and assistance to the International Trade Administration Commission of SA for a period of 36 months

ANNEXURE C – PRICING SCHEDULE

Project	2026/27	2026/27	2027/28	2027/28	2028/29	2028/29
	Hours	Costs	Hours	Costs	Hours	Costs
ICT Audit Conduct review on system development. Audit of general and application controls	200		200		200	
<i>Internal Audit assignments</i> Corporate services and core business internal auditing	1200		1200		1200	
Ad-hoc assignments Ad-Hoc assignments as they will be allocated by ITAC.	100		100		100	
Total	1500		1500		1500	
Disbursements (R)						
Total Project Cost						