

**Environment House, Cnr Steve Biko Road & Soutpansberg Street, Cnr Steve Biko Road & Soutpansberg Street.
Private Bag X447, Pretoria, 0001**

REQUEST FOR QUOTATION OF GOODS AND SERVICES

RFQ NO: **RFQ097 AM (24/25)**

IMPORTANT INFORMATION FOR CONSIDERATION BY SUPPLIERS

NOTE:

- Tenderers are required to use this Request for Quotation (RFQ) Form when quoting and include VAT per item (where applicable), and the quotation must be in your company's letterhead, correct banking details should be also included on the quotation.
- Quotations received after the closing date and time, at the Quotations1@dfpe.gov.za will NOT be accepted for consideration.
- For quotations with a Rand value up to R50 000 000, the preference point system of **80/20** will apply, where **80** points will be for (Price) and **20** points will be for **Specific Goals** (more than 50% ownership by (either Black, Women or Disability) in terms of section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000, (Act No 5 of 2000),
- A trust, consortium or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g. two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points),
- DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed,
- Unless specifically stated by DFFE in the specification, all received prices must be firm until the required goods or services are delivered to the specified location. **No price adjustment will be accepted, except those that are subject to rate of exchange.**
- For bidders to claim preference points, the following must be adhered to;**
 - Submit a complete and signed SBD 6.1 which is used for claiming specific goals.
 - Submit a Medical Certificate signed by a medical practitioner with a practice number when claiming for disability.
 - Submit a SANAS/ Companies and Intellectual Property Commission(CIPC) Accredited B-BBEE certificate or sworn affidavit indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race; gender or
 - Submit ownership Certificate issued by the Companies and Intellectual Property Commission (CIPC)
 - CSD Registration Report or MAAA..number.
- Failure on the part of a tenderer to submit proof or document required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- DFFE reserves the right to:**
 - Perform due diligence during evaluation of quotations on information submitted by tenderers.
 - NOT to appoint any tenderer.
- Tenderers must Indicate delivery timelines and quotation expiry date (Unless otherwise stated, quotations will be deemed valid for a period of 30 days from the date RFQ closes)**
- Tenderers are required to duly complete and sign the SBD 4, SBD 6.1 forms respectively,**
- DFFE reserves the right to negotiate price with the preferred tenderers in line with the legislative requirements.
In a case where there are pictures and or brand names on the specification, tenderers must note that those pictures are for illustration purpose and similar or equivalent brand specifications will be accepted by the Department.

SUPPLIER DETAILS (TO BE COMPLETED BY THE USER)

SUPPLIER NAME:			
TEL NO:		EMAIL ADDRESS:	
CENTRAL SUPPLIER DATABASE (CSD) NUMBER			
ATTENTION TO:			
DATE REQUESTED:	12 JULY 2024		
SERVICE/GOODS LOCATION	ONLINE		

SUBMIT QUOTATION TO DEPARTMENT OF ENVIRONMENT, FORESTRY AND FISHERIES

ATTENTION TO:			
TEL NO:	012 399 8640	EMAIL ADDRESS:	Quotations1@dfpe.gov.za
CC EMAIL ADD :	Clearence Lolwane clolwane@dfpe.gov.za		

CLOSING DATE: 22 July 2024 (Quotations to be advertised for at least 5 days)	CLOSING	TIME	1	1	:	0	0
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MANDATORY REQUIREMENTS (YES/NO)		Proof Attached (to be completed by DFFE)	
Professional registration:	NO		
Food Premises Certificate issued by the Municipality	NO		

*Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer"

The above mandatory requirements will apply, and bidders' must submit the requested requirements indicated above with the RFQ documents at the closing date and time of the RFQ. Bidders who fail to comply with any of the mandatory requirements will be disqualified and not be evaluated further.



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NO	BRIEF DESCRIPTION OF ITEM(S)/ SERVICE(S) REQUIRED: APPOINTMENT OF SERVICE PROVIDER TO CONDUCT ONLINE SHORT COURSES ON AUDIT STUDIES LOCATION: ONLINE	UNIT OF ISSUE (BOX/ ITEM)	QUANTITY OF ITEM(S)
	Appointment of service provider to conduct online short courses on audit studies as per the table below:		
01	Short course for 1 participant on Certified Internal Auditor (CIA) Part 1 Exam preparation course Course Description The Course focuses only on HOW to write the exam, use the Learning System, create an effective study plan, mentally prepare and will cover limited questions for the relevant part the delegate is aiming for. Course Outline <ul style="list-style-type: none">• How to prepare a smart study plan to ensure success on your first attempt given time constraints of internal audit practitioners.• Exam techniques for multiple choice type questions• Tips and tricks to be considered and applied in answering the CIA exam questions.• How to utilize the online CIA Learning System Resource centre for maximum success.• Going through limited, Part 1 specific, questions to practice the exam techniques discussed above. Course Duration: 3 Hour Online Only Accreditation: N/A	PARTICIPANT	1

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02	<p>Short course for 1 participant on Certified Internal Auditor (CIA) Part 2</p> <p>Exam preparation course</p> <p>Course Description</p> <p>The Course focuses only on HOW to write the exam, use the Learning System, create an effective study plan, mentally prepare and will cover limited questions for the relevant part the delegate is aiming for.</p> <p>Course Outline</p> <ul style="list-style-type: none"> • How to prepare a smart study plan to ensure success on your first attempt given time constraints of internal audit practitioners. • Exam techniques for multiple choice type questions • Tips and tricks to be considered and applied in answering the CIA exam questions. • How to utilize the online CIA Learning System Resource centre for maximum success. <p>Course Duration: 3 Hour Online Only</p> <p>Accreditation: N/A</p>	PARTICIPANT	1
03	<p>Short course for 3 participants on Combined Assurance</p> <p>Course Description</p> <ul style="list-style-type: none"> • Understanding what is Combined Assurance • The roles of Management, internal and external assurance providers • Implications for the Audit Committee • Combined Assurance planning process and reporting <p>Course Content</p> <ul style="list-style-type: none"> • Who should lead combined assurance? 	PARTICIPANTS	3

	<ul style="list-style-type: none"> • The principles behind combined assurance • The new combined assurance model published by the IIA. • Top combined assurance challenges and Solutions • Mapping combined assurance • Evaluating the maturity of combined assurance • What is the effect of Risk management on Combined Assurance? • King IV and Combined Assurance • Discussions on various defense models • Working through templates. <p>Course Duration: 2 days</p> <p>Accreditation: N/A</p>		
04	<p>Short couser for 2 participants on Performing an effective Quality Assurance (PEQA)</p> <p>Course Description</p> <ul style="list-style-type: none"> • Planning the Quality Assurance • Performing the Quality Assurance • Periodic internal Quality Assurance approaches • External Quality Assurance assessment options <p>Course Content</p> <p>Quality Assessment Manual and Process Overview</p>	PARTICIPANTS	2

	<ul style="list-style-type: none"> • Examine the IIA's Framework for Quality Assessment to identify how the process can be used on external and internal quality assessments. • Answer common quality assessment questions using The IIA's International Professional Practices Framework (IPPF) resources. • Describe the Quality Assessment Manual process flow and its tools. • Contrast the three types of internal audit quality assessment. <p>Planning the Quality Assessment</p> <ul style="list-style-type: none"> • Plan an external quality assessment by implementing the QA Manual tools. • Describe key features of planning guides. • Apply the planning tools to a quality assessment. • Describe key features of surveys. • Analyze survey results. <p>Performing the Quality Assessment</p> <ul style="list-style-type: none"> • Perform an external quality assessment by implementing the QA Manual tools. • Describe the key features of interview guides. • Analyze interview results. • Describe key features of QA programs. • Analyze QA program results. Evaluating QA Results • Evaluate an external quality assessment by implementing the QA Manual tools. • Apply evaluation criteria on common QA scenarios that require a high-level of professional judgment. • Determine final ratings (evaluation results). • Describe key features of the QA evaluation framework and tools. • Develop value-added solutions for common QA issues and opportunities. 		
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	<p>Practical Case Study</p> <p>Periodic Internal Quality Assessment Approaches</p> <ul style="list-style-type: none"> • Develop, or validate, an efficient and effective periodic internal assessment approach for your internal audit activity. • Discuss implications of periodic internal QA based on IPPF guidance. • Discuss common periodic assessment challenges and possible solutions. • Identify the factors needed for an efficient and effective periodic internal QA program. <p>Practical Case Study</p> <p>External Quality Assessment Options</p> <ul style="list-style-type: none"> • Determine, or validate, the external quality assurance option that will work best for your internal audit activity. • Determine the pros and cons and other considerations of the external QA options. • Describe rationale for selecting the best external QA option. • Identify opportunities for applying the option selection concepts to your internal audit activity. • Discuss successful practices used by internal audit activities to get ready for an external assessment. <p>Course Duration: 3 days</p> <p>Accreditation: N/A</p>		
05	<p>Short course for 1 participant on Advanced excel for internal auditors</p> <p>Course Description</p> <p>The Chief Audit Executive and Senior Auditor can use Excel for a variety of testing, analysis and reporting purposes. This seminar focuses on the use of Excel to enhance the efficiency of the Chief Audit Executive</p>	PARTICIPANT	1

	<p>and Senior Auditor in their reporting and analyzing duties. Excel techniques that enhance the efficiency of analysis and reporting</p> <p>Course Content</p> <p>Designing and Building Reporting Dashboards</p> <p>Designing:</p> <ul style="list-style-type: none"> • Tailor a dashboard to a specific group of users • Outfit the dashboard with monitoring elements, such as key metrics, trends and status indicators, and value and variance gauges • Determine what types of interactive grids, graphs and pivot tables are most suited to your business needs (analysis) • Create the reporting and ad hoc query panels to support decision making (detail) • Use the dashboard to replace numerous reports. <p>Building:</p> <ul style="list-style-type: none"> • Use pivot tables with slicers • Create conditional formatting to mark KPI's in red/yellow/green, and use icon sets to show traffic lights • Work with Spark lines to indicate trend lines <p>Course Duration: 2 days</p> <p>Accreditation: N/A</p>		
06	<p>Short course for 1 participant on Financial auditing for internal auditors- Public Sector</p>	PARTICIPANT	1

	<p>Course Description</p> <ul style="list-style-type: none"> • Understand financial statements in the public sector and be able to identify and examine the two accounting systems in place in the public sector • Identify and understand the various role players in Financial Statement Preparation and Review and understand their different roles and responsibilities • Identify and evaluate risks in the preparation and review of Public Sector Financial Statements and how these risks will affect the review procedures of internal audit • Identify relevant Ratio Analysis formulas to be used during AFS Review • Understand the financial auditing process from objective setting to test of controls • Identify Review Procedures for review of interim and annual financial statements • Review of accounting principles • Financial statements • Information flow from business • Financial auditing process <p>Course Content</p> <p>Pre-assessment on Financial Principles</p> <p>Review of Accounting Principles</p> <ul style="list-style-type: none"> • Debits and credits • GAAP/IFRS/GRAP <p>Information Flow from Business</p> <ul style="list-style-type: none"> • Process to Financial Statement • Procurement • Revenue 		
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	<ul style="list-style-type: none"> • Fixed assets • Payroll and production cost • Sales and marketing <p>Financial reporting</p> <ul style="list-style-type: none"> • Financial Statements • Statement of Financial Position • Statement of Financial Performance • Annual reports • Analysing financial statements <p>Common Recipes for Cooking the Books</p> <ul style="list-style-type: none"> • The big ones -- Enron, WorldCom, etc. • Common manipulations • Motivations <p>IT Applications</p> <ul style="list-style-type: none"> • Basics of application audits <p>Financial auditing process</p> <ul style="list-style-type: none"> • Identifying objectives • Risk assessment • Identifying controls • Testing procedures <p>Emerging Trends</p>		
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	<ul style="list-style-type: none"> • Sarbanes-Oxley update • Audit roles • Keeping current <p>Course Duration: 3 days</p> <p>Accreditation: N/A</p>		
Note: Certificates must be issued after completion.			
<p>Note: All delivery costs all applicable taxes, includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies must be included in the bid price, for delivery at the prescribed destination.</p> <p>NB: The service provider must submit a valid quotation as per the above guideline on his/ her letterhead reflecting the item descriptions; validity; banking details contact details and CSD / MAAA number.</p>			
<p>NB: No goods/ services should be delivered before an official order is received from the Department of Forestry, Fisheries and the Environment.</p> <p>Failure to deliver goods within the agreed timelines might result in an order being cancelled and possible inclusion on the Database of Restricted suppliers by the National Treasury</p>			