



SDT 01/2026

**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES
FOR A PERIOD OF 36 MONTHS**

1. INTRODUCTION

The State Diamond Trader seeks to appoint an audit firm to render Internal Audit services to the State Diamond Trader (SDT) for a period of 36 months.

2. Background

The State Diamond Trader (SDT) is a state-owned entity established in terms of Section 14 of the Diamonds Act 56, 1986, as amended ("the Act"). It operates in the diamond industry with the aim to grow local diamond beneficiation. The mandate of the State Diamond Trader is to buy and sell rough diamonds and

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to promote equitable access to and beneficiation of the country's diamond resources. The entity strives to address distortions created by the country's historical exclusion of certain population groups from economic participation. It aims to grow South Africa's diamond cutting and polishing industry by enabling and increasing participation of Historically Disadvantaged South Africans (HDSAs) in the diamond beneficiation industry. The entity is empowered by law to purchase up to 10% of the run-of-mine (ROM) production from all diamond producers in South Africa. It sells to registered customers through an application and approval process. The State Diamond Trader is a schedule 3B entity in terms of the Public Finance Management Act (PFMA), 1999, as amended.

3. Key Timelines & Activities

The table below highlights all the important dates and times for this bid from the time of bid publication until closing date for submission.

No	Activity	Date & Time
3.1	Bid Publication on National Treasury's tender website, SDT website and other applicable media	24 JULY 2026 15 h30

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3.2	No briefing session	Not applicable
3.3	Bidders to submit written questions	Monday 27 JULY 2026
3.4	SDT to respond to written questions posed by bidders	Monday 27 July 2026 at 08:00 am till 14 August at 16:00 pm
3.5	Tenders due (“Closing Date and time”)	18 August 2026 at 11:00 am

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4 Instructions to Bidders

4.1 General Instructions

This document constitutes a Request for Proposal (RFP) which details State Diamond Trader's requirements for service provider to provide service provider for provision of internal audit services for a period of thirty-six (36) months. All bidders must comply with the requirements and instructions as set out in the RFP.

Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner. All pricing information must be fully disclosed with all charges clearly defined

5. SCOPE OF WORK

The Internal Audit services that will be rendered are as follows:

- Management of Internal Audit Function
- Financial Audits
- Supply Chain Management
- Operational Audits
- Performance Audits
- Risk Management, Governance and Compliance Reviews
- Operations Reviews
- ICT Reviews
- Performance Information Reviews
- Adhoc Reviews
- Follows Reviews
- Probity Reviews

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6. MANDATORY:

No.	Mandatory Requirement	Document to be submitted as proof of evidence	Comply/Not Comply/Comments
1.	Bidders should provide evidence that their company has undergone an External Quality Assurance Review (EQAR) within the last five years.	A valid (EQAR) External Quality Assurance Review report to be submitted	
2.	The service provider must submit its latest audited annual financial statements and/or a valid PI score issued by a registered or accredited authority	Latest audited financial statements or PI score issued by a registered or accredited authority	
3.	A valid tax certificate with PIN to be provided	Proof of valid tax certificate	

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4.	The bidder must submit a confirmation letter from its bank, issued within the last three (3) months, confirming the Bank Category Code for the bidder's bank account.	Latest letter confirming Bank Category Code	
5.	Service provider must have a physical office located in Gauteng	Signed lease agreement or Municipality bill.	

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7. TECHNICAL EVALUATION CRITERIA

No	Evaluation Criteria	Points %								
1.	Methodology and Technical Approach Bidders must provide a comprehensive internal audit methodology to be applied. Bidders shall indicate technical mechanism tools/ methodology referring to the scope of work and a detailed consideration as to how this scope will be achieved. <table><tr><th>SCORING MATRIX</th><th>POINTS (%)</th></tr><tr><td>Methodology and technical approach <u>do not</u> address the entire scope of work and deliverables.</td><td>0</td></tr><tr><td>Methodology and technical approach are standard and address the entire scope of work and deliverables.</td><td>10</td></tr><tr><td>Methodology and technical approach are comprehensive and address the entire scope of work and deliverables.</td><td>20</td></tr></table>	SCORING MATRIX	POINTS (%)	Methodology and technical approach <u>do not</u> address the entire scope of work and deliverables.	0	Methodology and technical approach are standard and address the entire scope of work and deliverables.	10	Methodology and technical approach are comprehensive and address the entire scope of work and deliverables.	20	20
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Methodology and technical approach are standard and address the entire scope of work and deliverables.	10									
Methodology and technical approach are comprehensive and address the entire scope of work and deliverables.	20									
2.	EXPERIENCE AND QUALIFICATION OF ENGAGEMENT PARTNER The Engagement Partner should hold at least one of the following: Certified Internal Auditor (CIA) and Chartered Accountant (CA(SA)) The proposed Engagement Partner must have an overall minimum of ten years of Internal Audit experience:	15								

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	SCORING MATRIX	POINTS (%)	
	Less than 10 years' experience	0	
	10-15 years' experience	10	
	More than 15 years' experience	15	
	- Please provide a resume detailing the required experience and qualifications of the proposed Engagement Partner. - Please attach certified copies of certification/s not older 6 (six) months from the relevant Institutions confirming the qualification and proof of membership of a professional organisation (SAICA and IIA). The SDT reserves the right to verify the validity of the applicable certifications with the relevant institutions.		
3.	EXPERIENCE AND QUALIFICATION OF ENGAGEMENT MANAGER The Engagement manager should hold at least one of the following Certified Internal Auditor (CIA) and Chartered Accountant SA (CA(SA)) The proposed Engagement Manager must have a minimum of seven years' experience of Internal Audit experience.		15
	SCORING MATRIX	POINTS (%)	

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	<table><tr><td>Less than 7 years' experience</td><td>0</td></tr><tr><td>7-10 years' experience</td><td>10</td></tr><tr><td>More than 10 years' experience</td><td>15</td></tr></table> Please provide a resume detailing the required experience and qualifications of the proposed Engagement Manager. • Please attach certified copies not older than 6 (six) months of certification/s from the relevant Institutions confirming the qualification and proof of membership of a professional organisation (SAICA and IIA) The SDT reserves the right to verify the validity of the applicable certifications with the relevant institutions.	Less than 7 years' experience	0	7-10 years' experience	10	More than 10 years' experience	15	
Less than 7 years' experience	0							
7-10 years' experience	10							
More than 10 years' experience	15							
4	EXPERIENCE AND QUALIFICATION OF A SENIOR INTERNAL AUDITOR The proposed Senior Auditor must have a minimum of relevant NQF Level 7 qualifications in Internal Audit/Finance/Audit The proposed Senior Auditor must have a minimum of five years' experience in auditing. <table><tr><td>SCORING MATRIX</td><td>POINTS (%)</td></tr><tr><td>Less than 5 years' experience</td><td>0</td></tr><tr><td>5-7 years' experience</td><td>10</td></tr></table>	SCORING MATRIX	POINTS (%)	Less than 5 years' experience	0	5-7 years' experience	10	15
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5.	EXPERIENCE AND QUALIFICATION OF A SENIOR IT AUDITOR (SPECIALIST) The proposed Senior IT Auditor must have a minimum of a relevant NQF Level 7 Qualification with specialisation in IT Audit/Equivalent Qualifications will be considered. The proposed Senior IT Auditor must have a minimum of five years' experience in IT audit. <table><tr><th>SCORING MATRIX</th><th>POINTS (%)</th></tr><tr><td>Less than 5 years' experience</td><td>0</td></tr><tr><td>5-7 years' experience</td><td>10</td></tr><tr><td>More than 7 years' experience</td><td>15</td></tr></table>	SCORING MATRIX	POINTS (%)	Less than 5 years' experience	0	5-7 years' experience	10	More than 7 years' experience	15	15
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	Please provide a resume detailing the required experience and qualifications of the proposed Senior IT Auditor Please attach certified copies not older than 6 (six) months of the certification//s from the relevant Institutions confirming the qualification and proof of membership of a professional organisation (Relevant Professional Body) The SDT reserves the right to verify the validity of the applicable certifications with the relevant institutions.														
6.	BIDDERS TRACK RECORD (COMPANY PROFILE AND REFERENCE LETTERS) The bidder must provide a minimum of five reference letters, indicating satisfactory service rendered in Schedule 3B or Schedule 2 public entities. The reference letter(s) from the respective customers should be on their company letterheads and confirm/specify the services that were rendered to the company in line with the bid category. The bidder must also include the table below in the bid proposal in support of the reference letters: <table border="1"> <thead> <tr> <th>NAME OF COMPANY</th><th>NATURE/DESCRIPTION OF SERVICE</th><th>PERIOD OF SERVICE (DD/MM/YY)</th><th>Contact Person and Contact Details</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	NAME OF COMPANY	NATURE/DESCRIPTION OF SERVICE	PERIOD OF SERVICE (DD/MM/YY)	Contact Person and Contact Details										20
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	Note: The services should have been rendered within the last five years from the bid issue date:		
	SCORING MATRIX	POINTS	
	Less than 5 reference letters indicating satisfactory service	0	
	5 Reference Letters indicating satisfactory service	15	
	6 - 8 Reference Letters indicating satisfactory service	18	
	9 and above reference letters indicating satisfactory service	20	
	Minimum Threshold Total		80 Points 100 points

5.2 SCOPE OF WORK

No	Description	High Level Scope	Timing	Present to ARC
1.	Management of Internal Audit Function	- Annual Internal Audit Plan Preparation and Presentation - ARC Participation - Meeting with AGSA - Review of Internal Audit Charter	On Going	On Going

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No	Description	High Level Scope	Timing	Present to ARC
2.	Annual Financial Statements Review	- Review the Annual Financial Statements for the year ending 2025/26. - Review of reliability and integrity of the reported financial statements.	May	May
3.	Performance Information Review: Quarterly and annually	- Quarterly reviews of performance information - Annual review of Annual Performance Report	June, September, December and March-	July, October, January and April/May
4.	Finance Audit	Review of the effectiveness of SDT's financial controls	November	January
5.	Supply Chain Management	To assess the efficiency and effectiveness of SCM within the SDT with focus on the timely	September	October

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No	Description	High Level Scope	Timing	Present to ARC
		provision of goods and services to end users, payments to suppliers. Give assurance to management that key controls are in place.		
6.	Follow Up Review	To perform follow up on prior AGSA Findings and Internal Audit Findings	February	April
7.	Operations/Trading Review	- review inventory in accordance with the entity's policy, procedures - review the inventory valuation and cost estimation of diamonds (Pricing) – by assessing the - value of diamonds based on factors such as cut, colour, clarity, and carat weight.	November	January

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No	Description	High Level Scope	Timing	Present to ARC
		• To review the logistics planning, purchases, and tracking inventory • To review the sourcing of diamonds from local and international producers • To review the classification of diamonds based on various criteria such as size, shape, quality, and intended use. • to evaluate and review the record of the movement of diamonds from producers to the entity, • outside the entity, and within the entity. • Compliance with relevant		

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No	Description	High Level Scope	Timing	Present to ARC
		regulations and industry standards governing the trade and handling of diamonds		
8.	Governance Review	Auditing of SDT's Governance matters such as policies and compliance with SDT's Board Charter	September	October
9.	Risk Management Advisory	- To perform an assessment of the maturity level of the current risk management framework and ERM of the SDT, identify strengths and weaknesses in the existing risk management practices. - Provide recommendations	September -February	February

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No	Description	High Level Scope	Timing	Present to ARC
		for enhancing risk management processes.		
10.	ICT Review	Evaluation of the SDT's Cyber Security Policies/Procedures; Operating Systems; Evaluation of database configurations and management practices; Review of data access controls, authentication mechanisms, and audit trails. Analysis of data encryption practices, both at rest and in transit Review of SDT's systems and applications	September	October
11	Probity Reviews	Review of SDT tenders	Ongoing	Ongoing

5.3 NB: PRICING SCHEDULE ATTACHED SEPARATELY TO BE COMPLETED

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6.1 Gate 3 – Price and Specific goals Evaluation

6.1.1 In the third stage of the evaluation, Tenders that passed the prescribed technical threshold will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2022.

6.1.2 Provide fixed price quotation for thirty six months (36).

9.1.3 Cost must be VAT inclusive and quoted in South African Rand.

Criterion	Points
Price	80
Specific goals	20
Total	100

Stage 1 – Price Evaluation

Criterion	Points
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

Stage 2 – Specific Goals

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Criterion	Points
Submission of SBD 6.1	20

NB: PRICING SCHEDULE ATTACHED SEPARATELY TO BE COMPLETED

7. Bid Validity

Bid must be valid for a minimum period of **180 days** from the closing date of the tender.

8. Submission of Proposal

8.1 Bid documents will only be considered if received on or before the Closing Date and Time, regardless of the method used to send or deliver such documents to State Diamond Trader. Bids can be hand delivered to the second floor or posted using the addresses below

8.2 No Emailed bids will be accepted

8.3 Late tenders will not be accepted

8.4 Physical and Postal Address:

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**State Diamond Trader OR Tambo International Airport Special Economic Zone
(ORTIA SEZ PRECINCT 1) 2nd Floor GIDZ (Superblock Building) Bonaero Drive,
ACSA Precinct Bonaero Park**

1619

9. Standard Tender Special Conditions

9.1 The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.

9.2 Bidders who wish to render services to State Diamond Trader must be on or will register on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6- Central Supplier Database.

9.3 State Diamond Trader will disqualify a bidder/s who engages in the following:

9.3.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP.

9.3.2 Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity.

9.3.3 Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives.

9.3.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity.

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9.3.5 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or result from the award of any tender, contract, right or entitlement which is in any way related to services to be rendered to the entity.

9.3.6 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading

9.3.7 who materially fails to comply with any conditions or requirements of this RFP.

9.3.8 SDT have the right not to appoint any service provider.

10 Closing date for submission of the Tender:18 August 2026 (11h00)

11 Enquiries Contacts:

SCM enquiries

Tel:010-003-0310

Mr Archellis Reed : archellisr@statediamondtrader.gov.za

Nonjabulo Ngwenya : nonjabulon@statediamondtrader.gov.za

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