

REQUEST FOR QUOTATIONS: APPOINTMENT OF AN INTERNAL AUDITOR FOR THE BUILT ENVIRONMENT RECOGNITION AWARDS

The Council for the Built Environment (CBE) wishes to invite Quotations from Prospective bidders for the appointment of an internal auditor for the Built Environment Recognition Awards as per attached Specification below.

BACKGROUND

This document provides a needs assessment for the procurement of services from service providers to submit Quotations for an internal auditor for the Built Environment Recognition Awards.

Purpose of the procurement

The purpose of the appointment of an auditor for the Built Environment Recognition Awards is to ensure the accuracy and transparency of the awards process. The auditor will be responsible for reviewing the documentation, and processes related to the awards to verify their compliance with industry standards and regulations. Additionally, the auditor will provide an independent and objective assessment of the awards process to ensure its integrity and fairness.

Who will be impacted by the procurement?

The Minister, 50 dignitaries, CBEPs, Voluntary Associations, Stakeholders and CBE Executives will be impacted by this procurement.

SPECIFICATION

-The minimum requirement is that the service provider must be a certified Internal Auditor. Bidders must submit proof thereof.

(Failure to meet the minimum specification requirements will result in disqualification of your quotation)

Required Knowledge and Skills

-The auditor should possess a thorough understanding of the built environment industry and have experience in conducting audits for similar events or organizations. Strong communication and reporting skills are also essential for effectively conveying the audit findings to the awarding committee.

-Overall, the appointed Auditor will be responsible for upholding the integrity and credibility of the Built Environment Recognition Awards through a comprehensive and rigorous audit process. Their expertise and dedication to ensuring accuracy and transparency will be crucial in maintaining the trust and confidence of the participants and stakeholders involved in the awards.

Scope of Work

The Auditor will be required to dedicate approximately 20-30 hours to complete the audit of the Built Environment Recognition Awards. This time will include on-site visits, document review, and the preparation of the audit report. The Auditor should be able to complete the audit within a specified timeframe (to be communicated by the CBE) to ensure that the results can be presented at the awards ceremony on 7 December.

Reference letters Requirement

Bidders must provide a minimum of **two signed reference letters** of the same work undertaken even if this method is not selected for due diligence). Purchase orders and Appointment letters will also be accepted, subject to the CBE verifying the authenticity of the information submitted.

SUBMISSION OF QUOTATIONS

- All Quotations with the required accompanying documentation must be submitted to both Sthembile@cbe.org.za and Afika@cbe.org.za not later than the closing date and time. Bidders must please note that the CBE server can receive files to a maximum size limit of 150mb (inclusive of message content and attachment). Should files exceed this size limit, bidders may either send their files in separate emails or alternatively compress the files and submit.
- The closing date for submission of Quotations and supporting documents required is.
04 December 2023 at 11:00 AM.

The CBE looks forward to your responses.

No late responses will be accepted.