

HRDC	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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TENDER REFERENCE NO. HRDC 5-3-6 OCEO- 14-2024-2025

EXPRESSION OF INTEREST (EOI) FOR PROVISION OF CONSULTANCY SERVICES TO UNDERTAKE A QUALITY ASSESSMENT REVIEW (QAR) OF THE INTERNAL AUDIT FUNCTION OF THE HUMAN RESOURCE DEVELOPMENT COUNCIL (HRDC).

The Human Resource Development Council wishes to invite reputable, companies registered with the Public Procurement Regulatory Authority in the following categories: **Code 317 (Other Consultancy Services) Sub Code 01 (Management Consultancy Services) & Code 314 (Financial Related Services) Sub Code 06 (Auditing Services)** to be considered for **Pre-qualification** for **undertaking a Quality Assessment Review of the Internal Audit function.**

The Expression of Interest is **wholly reserved** for **citizens or citizen contractors** as **stated** under **Section 76 (2) of the Public Procurement Act.**

SCOPE

The following is a detailed breakdown of the Scope of Services that needs to be undertaken;

- a) Assess the level of conformance with the Standards and Code of Ethics. This will be achieved through a review of the internal audit activity's charter, plans, policies, procedures, and practices, applicable legislative and regulatory requirements.
- b) The efficiency and effectiveness of the internal audit activity. This will include assessment of the Unit's resources, processes and infrastructure, including the Quality Assurance Improvement Program (QAIP), and an evaluation of the internal audit staff's knowledge, experience, and expertise.
- c) The extent to which the internal audit activity meets expectations of the Board, senior management, and operations management, and adds value to the Council.
- d) Produce a detailed report offering advice for improvement of Internal Audit processes within the Council.

SELECTION PROCESS

The selection will be based on the criterion that is attached to this document. Companies are required to provide profiles (including contact information) as well as a covering letter detailing how the firms' experience and the qualifications of how its staff meet the criteria set out in this document.

ASSESSMENT CRITERIA & PROCEDURE

This is an Expression of Interest meant to assist HRDC to prequalify technically capable respondents for the **Quality Assessment Review** for **bidding purposes**. **Assessment** on qualification of the bidder will be based on **compliance** and **technical requirements**. Evaluation of the bid offers will be carried out in two stages as follows;

Stage 1: Compliance with Requirements

Eligibility of the Tenderers shall be determined by checking their qualifications and capability in which they will be required to submit documents for Tender Compliance as follows;

- Tax Registration Number (TIN Number i.e. Tax Payer Pin) and the Tax Certificate No; *verification will be done online.*
- Registered with PPRA under **Code 317 (Other Consultancy Services) Sub Code 01 (Management Consultancy Services) & Code 314 (Financial Related Services) Sub Code 06 (Auditing Services)**
- A brief company profile including but not limited to: history of the company, the structure of the company and holding companies (where applicable) and list of service provided by the company.
- Certificate of Incorporation and CIPA Extract which contains full details of Directors and shareholders. Attach certified copies of identity documents for Shareholders and Directors
- Valid Tax Clearance certificate, with PIN number and Certificate Number which will be verified on BURS portal

- Reference letters from current and or past clients in provision of similar service
- Submission of the proposal in one (1) original document and two (2) copies and one (1) duplicate Soft Copy in CD/memory stick both all of which must be enclosed in ONE sealed clearly labelled envelope

Stage 2: Technical Evaluation Stage

Bidders who satisfied all requirements at **Stage 1** above will then be evaluated and scored based on the evaluation criteria as attached. The technical evaluation shall be carried out to determine the technical compliance/ or capability of the bidders for pre-qualification and this shall involve;

- i. Capability of the Entity (Experience and Past Performance of the bidder)
- ii. No. of proposed Key Personnel (capability with respect to relevant experience & qualification)
- iii. Financial Position of the Company
- iv. Current Contract Commitments

LIMITATIONS

This is an Expression of Interest only; it is not a procurement document nor is it a request for tenders or a promise to issue a tender in future. The information contained in this EOI is intended for information purposes only to assist interested parties in assessing whether or not to respond to such request. The submissions are therefore requested on a non – committal basis and meant to assist HRDC to prequalify technically capable respondents for the required service.

Only firms that shall meet all requirements set out in this EOI will be pre-qualified for future consideration.

Respondents are also advised that all costs associated with this Expression of Interest are solely their expense and HRDC will not pay for any information or administrative costs incurred.

Interested parties are advised to request for the documents of the Expression of Interest at ProcurementUnit@hrdc.org.bw from **Monday, 16th September, 2024.**

Respondents to the EOI shall submit all requested information and documents as outlined in the EOI. Be reminded to show the necessary capacity, skills and experience for executing the required service.

Bidders must submit one (1) original document and two (2) copies clearly labelled **EXPRESSION OF INTEREST: HRDC 5-3-6 OCEO- 14/2024-2025 FOR PROVISION OF CONSULTANCY SERVICES TO UNDERTAKE A QUALITY ASSESSMENT REVIEW (QAR) OF THE INTERNAL AUDIT FUNCTION OF THE HUMAN RESOURCE DEVELOPMENT COUNCIL (HRDC).**

The closing time for receipt of tender offers is **1000 hours** on **Friday, 11th October 2024.** Opening of documents will be done in the presence of interested parties wishing to attend immediately after closing at **HRDC Conference Room at 1010hrs.**

Late tender submissions will not be accepted. Telegraphic, faxed or e-mail submissions shall **not** be accepted.

Questions and Clarifications

Questions and Queries relating to the issue of these documents may be addressed to ProcurementUnit@hrdc.org.bw **five (5) working days** before tender closing date.

The bidders shall give an undertaking that there exist no **“conflict of interest”** and no **anti-competitive behaviour** with respect to this EOI in any form.

Notwithstanding anything in the foregoing, HRDC is not bound to accept any tender offer.

**Chief Executive Officer
HRDC**