

REQUEST FOR PROPOSAL (RFP)

The Motor Industry Bargaining Council (MIBCO) is inviting qualified service providers to submit proposals for the

CONDUCTING AN ISAE3402 TYPE 1 AUDIT

RFP Number: 2026\07

Date issued: **22** July 2026

Date re-issued: **24** August 2026

Deadline for Brief Questions/Session: **05** August 2026

Closing date for submission of bids: **21** August 2026

Closing date for re-submission of bids: **04** September 2026

Inquiries: Dan.Mkwanazi@mibco.org.za

CONTENTS

1.	INTRODUCTION.....	3
2.	STATEMENT OF WORK.....	3-5
3.	SUBMISSION OF PROPOSAL	5-6
4.	DEADLINE FOR SUBMISSION.....	6
5.	REJECTION OF PROPOSAL.....	6
6.	EVALUATION PROCESS.....	6-8
7.	SUB-CONTRACTING.....	8
8.	VALIDITY PERIOD OF PROPOSAL.....	8
9.	AWARD OF CONTRACT	8-9
10.	BRIEF SESSION/QUESTIONS REGARDING THE RFP	9
11.	TERMS AND CONDITIONS.....	9
12.	DISCLAIMER	9-10

1. INTRODUCTION AND BACKGROUND

The Motor Industry Bargaining Council (MIBCO) is a registered entity established under the Labour Relations Act, with the primary mission of fostering peace and stability within the South African Motor Industry. It is a statutory organization responsible for overseeing collective bargaining within the motor industry.

It is also in partnership with the Motor Industry Retirement Fund (MIRF) through a signed Service Level Agreement. As part of our commitment to maintaining high standards of governance and compliance, we seek an independent assurance engagement in accordance with ISAE3402 standards.

MIBCO has recently completed its ISAE3402 readiness assessment with excellent results and is now prepared to proceed with the ISAE3402 audit.

The summary in **Table 1** below indicates only six controls require remediation. Management is addressing these before the audit begins.

Table 1 – Summary of control testing results

	Control Testing Results		TOTAL
Area of Assessment	PASS	PARTIAL FAIL	
1. Business Processes			
1.1 Returns/Billing & Collection	12	1	13
1.2 Inspectorate	9		9
1.3 Legal	4	3	7
1.4 Claims	3		3
1.5 Finance Contribution Payments	4		4
2. Information Technology			
2.1 IT General Controls	14	2	16

This audit aims to assess the design and implementation of controls relevant to financial reporting and internal processes within MIBCO. It recently underwent readiness exercises in which the status indicated MIBCO is ready for an ISAE3402 audit.

2. STATEMENT OF WORK

2.1 Purpose

The purpose of this engagement is to assess and report on the design and implementation of controls related to financial reporting, internal processes, and IT General Computer Controls

MIBCO Tender Documentation

(ITGCC) for services provided by MIBCO to MIRF as of a specified date. The audit will produce an independent assurance report on the adequacy (design) and implementation of these controls at that point in time.

2.2 Scope of Work

The selected audit firm will be responsible for:

- Understanding and evaluating the design of controls at MIBCO relevant to financial reporting, operational processes, and compliance.
- Documenting the control environment, control activities, and control objectives.
- Performing walkthroughs and testing control design to obtain sufficient evidence.
- A visit to two MIBCO Regions located in Gauteng province, and their office are located at Randburg and Pretoria, is required.
- Preparing a comprehensive ISAE3402 Type 1 report that includes the auditor's opinion on the controls' design as of the specified date.
- Identifying control gaps or deficiencies with recommendations for improvement (if applicable).
- The following are the areas to be included in this audit. Areas in scope:
 - Entity-level controls
 - Business processes
 - Claims
 - Legal
 - Credit/Collection
 - Returns/Billing
 - Inspectorate
 - Finance – Payment
 - Information Technology General Computer Controls, including:
 - Logical Access
 - Change Management
- Applications in Scope:
 - Sales Logix (SLX)
 - SAGE X3

2.3 Objectives of the Engagement

- To assure stakeholders regarding the control environment at MIBCO.
- To demonstrate compliance with relevant regulatory and internal control standards.
- To identify areas for strengthening internal controls and risk mitigation.

2.4 Expected Deliverables

MIBCO Tender Documentation

- **Audit Planning Report:** Including understanding of control environment, risk assessment, and audit approach (within 2 weeks of contract award).
- **Fieldwork and Testing:** Conduct testing of controls, gather evidence, and document findings (within 4 weeks).
- **Draft ISAE3402 Type 1 Report:** Including findings, control deficiencies, and management comments (within 6 weeks).
- **Final ISAE3402 Type 1 Report:** Incorporating management responses and final review (within 8 weeks).
- **Optional Management Letter:** Highlighting control gaps and recommendations (upon request).

2.5 Timelines

The following estimated timelines, subject to the success of bids and finalization of the tender process, can guide project planning:

- Proposal Submission Deadline: 04 September 2026
- Selection Announcement: 14 October 2026
- Audit Planning and Kick-off: 02 November 2026
- Fieldwork Completion: [09 November 2026, approximately 4-6 weeks from start]
- Draft Report Submission: 04 December 2026
- Final Report Delivery: [11 December 2026, typically 8 weeks from kick-off]

3. SUBMISSION OF PROPOSAL

- 3.1 In the assessment of submissions, consideration will be given to company profile (i.e., relevant skills), demonstrated capabilities, and general experience on similar assignments, especially in ISAE3402 audits.
- 3.2 MIBCO will award the contract to a qualified Bidder(s) whose Proposal is determined to be the most advantageous to MIBCO, taking into consideration the technical (functionality) solution, price, and B-BBEE.
- 3.3 The following **mandatory** documentation must be submitted with your Proposal:
 - Copy of the company registration certificate.
 - Original valid Tax Clearance Certificate or Letter of Good Standing from SARS.
 - Evidence to support BEE status. For *Large Enterprises* and *Qualifying Small Enterprises (QSE)*. This shall be in the form of a valid BEE Certificate produced by a SANAS-approved verification agency. For Exempted Micro Enterprise (EME), sufficient evidence of qualification is an auditor's certificate, or a similar certificate issued by an accounting officer or verification agency.

Failure to provide the above may result in the automatic disqualification of the Proposal based on non-responsiveness.

3.4 Bid price

The bid price should provide a detailed cost outlining the fees for the audit, including:

- **Hourly Rates:** The hourly rates for each member of the audit team.
- **Estimated Hours:** The estimated number of hours to be spent on the audit.
- **Expenses:** Any anticipated expenses, such as travel and data processing.
- **Total Fees:** The total fees for the audit.
- All prices must be quoted in South African Rand (ZAR), inclusive of VAT where applicable.

4. DEADLINE FOR SUBMISSION

- 4.1 A Proposal can be submitted in an electronic format with a clear subject line: ***“Request for Proposal (RFP) to conduct an ISAE3402 Type 1 audit”*** by emailing Dan.Mkwanazi@mibco.org.za by no later than **04 September 2026**.

5. REJECTION OF PROPOSALS

- 5.1 Proposals submitted after the deadline will be rejected.
- 5.2 No application will be considered unless it complies with the conditions set out in this RFP. MIBCO reserves the right to accept or reject any application received.

6. EVALUATION PROCESS

- 6.1 All Proposals will be evaluated by an evaluation team for functionality, price, and B-BBEE.
- 6.2 Based on the results of the evaluation process, MIBCO will approve the awarding of the contract to the successful Bidder.
- 6.3 Proposals with functionality points of less than the predetermined minimum percentage of 80 shall be eliminated after the functionality phase and will not be evaluated for price and B-BBEE.
- 6.4 The functionality evaluation criteria will be based on the following:

Item	CRITERIA FOR THE EVALUATION OF FUNCTIONALITY	MAXIMUM OBTAINABLE POINTS
1.	<u>Interpretation of Scope</u> Technical/functionality: 1.1 The Bidder must have demonstrated <i>extensive expertise and experience</i> in performing attestation engagements, particularly in controls	60

Item	CRITERIA FOR THE EVALUATION OF FUNCTIONALITY	MAXIMUM OBTAINABLE POINTS
	assurance and financial reporting, as stated in para. 2 of this RFP in conducting an ISAE3402 audit.	
2.	<u>Company Experience</u> Proven track record of completing ISAE3402 audit, supported by client testimonials. Please provide up to three (3) contactable reference letters from clients for whom similar work has been completed within the past 3 years. These reference letters should be on the client's official letterhead, signed, and dated.	15
3.	<u>Capacity and Expertise</u> 3.1 Professional Certifications: The bidder must provide the Curriculum Vitae (CVs) of relevant staff assigned to the project. CVs of team members in the project must contain the following minimum years of working experience and qualifications, which must be proven by providing relevant qualifications and professional certificates [qualified Chartered Accountants (CAs), or hold equivalent professional credentials], attached to the CVs . 3.2 Knowledge: In-depth knowledge of ISAE3402 and control environment knowledge. 3.3 Skills: Strong analytical and communication skills	25
	TOTAL	100

- 6.5 The 80/20 preference point system will be used, where 80 points will be dedicated to price and 20 points to B-BBEE status.
- 6.6 In terms of activities in the Preferential Procurement element of the scorecard, MIBCO will calculate its score based on code series 500 of the ICT Sector Code.
- 6.7 Only enterprises with a B-BBEE status level four and below will be considered.
- 6.8 Based on the overall performance of an enterprise using the scorecard, it receives one of the following B-BBEE statuses:

RECOGNITION LEVEL PER BEE CONTRIBUTOR		
B-BBEE Status	Qualification	B-BBEE recognition level
Level One	100 points or more	135%
Level Two	95 points or more but less than 100 points	125%
Level Three	90 points or more but less than 95 points	110%



Good to Great Together

MIBCO Tender Documentation

RECOGNITION LEVEL PER BEE CONTRIBUTOR		
B-BBEE Status	Qualification	B-BBEE recognition level
Level Four	80 points or more but less than 90 points	100%
Level Five	75 points or more but less than 80 points	80%
Level Six	70 points or more but less than 75 points	60%
Level Seven	55 points or more but less than 70 points	50%
Level Eight	40 points or more but less than 55 points	10%
Non-Complaint	Less than 40 points	0%

7. SUB-CONTRACTING

- 7.1 A Bidder will not be awarded points for B-BBEE status level if it is indicated in the Proposal that such a Bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 7.2 A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

8. VALIDITY PERIOD OF PROPOSAL

Each Proposal shall be valid for a minimum period of three (3) months, calculated from the closing date.

9. AWARD OF CONTRACT

- 9.1 The contract will be awarded to an enterprise that scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 9.2 Appointment as a successful Bidder shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement within a mutually agreed date after a provisional appointment date, MIBCO reserves the right to appoint, or not appoint, the Bidder who was rated second, and so on.
- 9.3 The successful bidder shall sign a Non-Disclosure Agreement (NDA) before commencement.

10. BRIEF SESSION/QUESTIONS REGARDING THE RFP

10.1 A brief session is arranged virtually to gain a better understanding of the scope.

This meeting is scheduled for **05 August 2026** at 12 pm, and an invite will be forwarded to interested Bidders. An invitation request must be made to Mr. Dan Mkwanazi at Dan.Mkwanazi@mibco.org.za, and the meeting link will be forwarded to you.

10.2 Prospective Bidders may submit any questions or requests for further information/clarification on this RFP to Mr. Dan Mkwanazi at Dan.Mkwanazi@mibco.org.za with *“Request for Proposal to conduct an ISAE3402 Type 1 audit”* submitted no later than **05 August 2026**. Questions received after this date will not be entertained.

11. TERMS AND CONDITIONS

11.1 MIBCO RESERVES THE RIGHT TO

- amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments on time.
- Verify any information contained in a Proposal.
- Request documentary proof regarding any tendering issue.
- vary, alter, and/or amend the terms of this RFP at any time before the finalisation of its adjudication hereof.
- Award the contract to an enterprise that has strong B-BBEE credentials in terms of current B-BBEE legislation.
- Award the tender to an enterprise that is a joint venture with a black-empowered company.
- appoint one or more Bidders, separately or jointly (whether they submitted a joint proposal).
- award this RFP as a whole or in part; cancel or withdraw this RFP as a whole or in part without furnishing reasons and without attracting any liability.

12. DISCLAIMER

MIBCO has produced this RFP in good faith; however, we do not warrant its accuracy or completeness. To the extent that MIBCO is permitted by law, MIBCO will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP due to any misinterpretation of this RFP. This RFP is a request for proposals only and not an offer document; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of a proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. MIBCO makes no representation, warranty, assurance, guarantee, endorsement to a tenderer concerning the RFP,



Good to Great Together

MIBCO Tender Documentation

whether concerning its accuracy, completeness, or otherwise, and MIBCO shall have no liability towards the tenderer or any other party in connection therewith.