



**KWAZULU-NATAL
ZULU ROYAL HOUSE TRUST**

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**KZN ZULU ROYAL HOUSE TRUST
BID NO.: ZRHT/RFP/01/2026**

REQUEST FOR PROPOSALS: PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF 36 MONTHS

The KZN Zulu Royal House Trust hereby invites suitably qualified and experienced service providers with a proven track record in the provision of internal audit services to submit proposals for the Provision of Internal Audit Services for a period of thirty-six (36) months.

AVAILABILITY OF REQUEST FOR PROPOSAL DOCUMENT

The detailed Request for Proposal (RFP) document may be obtained by contacting Ms Bonakele Phakathi via email at BonakeleP@kznzuluroyal.co.za.

SUBMISSION OF BIDS

Bids must be submitted in a sealed envelope, clearly endorsed with the relevant **Bid Number: ZRHT/RFP/01/2026**, and deposited in the official bid box situated in the foyer at:

KZN Zulu Royal House Trust
8 Richefond Circle
Ground Floor, Unit 3
Umhlanga
4319

The closing date and time for submission of bids is: **15:30 on 05 October 2026**

No late submissions will be accepted under any circumstances.

MANDATORY RETURNABLE DOCUMENTS

Bidders are required to submit the following documentation together with their proposals:

- A valid original Tax Clearance Certificate or relevant proof of tax compliance;
- Proof of company registration;
- Certified copies of identity documents of all Directors/Members;
- A valid original or certified copy of the B-BBEE Verification Certificate, where applicable, for purposes of claiming preferential points;
- A list of traceable references for similar services rendered;
- Proof of registration with the Institute of Internal Auditors (IIA);
- Certified copies of a minimum of three (3) current and/or previous Internal Audit contracts demonstrating relevant experience;
- A comprehensive company profile, including the CVs and certified copies of qualifications of key personnel who will be assigned to the Internal Audit engagement; and
- All other applicable returnable documents specified in the Request for Proposal (RFP) document.
- **Supplier must be registered on Central Supplier Database (CSD)**

COMPLIANCE AND EVALUATION CRITERIA

Bidders must ensure that all compulsory and mandatory documentation and information specified in the Request for Proposal is fully completed and submitted by the stipulated closing date and time.

The mandatory compliance/pre-qualification stage will not be scored. However, bidders who fail to satisfy the prescribed mandatory requirements and pre-qualification criteria will be disqualified and will not proceed to the subsequent stages of the evaluation process.

Only bidders who achieve a minimum functionality score of 75% will qualify for further evaluation in respect of price and preference points.

The 80/20 preference point system will be applied in the evaluation of qualifying bids, in accordance with the applicable procurement prescripts.

BID ENQUIRIES

All enquiries relating to this bid must be submitted in writing to the Office of the Chief Financial Officer, preferably via email, at: BonakeleP@kznzuluroyal.co.za

RESERVATION OF RIGHTS

The Trust reserves the right to accept or reject any bid, or to cancel or withdraw this procurement process in whole or in part, should circumstances so warrant, without incurring any liability to bidders.

MR. S.B. BUTHELEZI

CHIEF FINANCIAL OFFICER

KZN ZULU ROYAL HOUSE TRUST