



BA-PHALABORWA MUNICIPALITY

- Budget and Treasury -
Procurement and Stores

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **14/10/2019**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6479/6362/61**
REF : **135424**

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business not later than **21/10/2019 at 12H00**.

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
	Internal Audit Services to Review		
	MSCOA Compliance and data migration		
	as per Scope of work attached		

Please number your quotes (Your Ref no)

The following conditions will apply:

- **Price (s) quoted must be valid for at least thirty (30) days from date of your offer.**
- **Original Tax Clearance Certificate or certified copy**
- **Registered with CIPRO (CK 1 or 2 document)**
- **BBBEE Certificate certified by a SANAS accredited institution or certified sworn affidavit.**
- **Fill in and Return the Declaration of Interest Form (MBD4 Form) obtainable from our website.**
- **Centralized Suppliers Database printout (summary report)**
- **NB: if all any member of the team does not belong to any professional body above or their membership has expired or inactive on the closing date, the company will be disqualified.**

SUBJECT: Specification for Project Implementation Review of the Municipal Standard Chart of Accounts (MSCOA) system implementation. – Ba-Phalaborwa Municipality

The above bears reference.

The municipality seeks the services of a professional IT Audit and Consulting team to conduct a Project Implementation Review of the Municipal Standard Chart of Accounts system implementation.

Scope

The review should focus on the following:

- Business and IT Alignment
- Project Management including risk assessment
- IT Solution readiness and data migration
- Organisational and process change management

Professional Membership (5 points)

The implementation team must members of the following professional bodies:

Professional body	points
Institute of Internal Auditors (IIA)	2.5
Information Systems Audit and Control Association (ISACA)	2.5

NB: if all any member of the team does not belong to any professional body above or their membership has expired or inactive on the closing date, the company will be disqualified.

Qualifications (25 points)

	Qualifications
Audit Team	B. Degree Accounting / Internal Auditing/ Financial Information Systems (2.5 points for 1 qualification, 5 points for 2 qualifications, 10 points for all qualifications) Higher Certificate/ Diploma in IT Auditing (2.5 points for 1 and 5 points for + 1 qualification) Certified Information Systems Auditor (5 points for 1 CISA, 10 points for +1 CISA)

NB: Team members holding CISA should ensure that is up to date by closing date, otherwise it will not be considered valid.

Experience (70 points)

	Experience	points
	The following experience is required for the team	

Previous IT Project Assurance Review	3 years IT project assurance reviews with references. (Attach references and referral letters)	10 points +3 years 15 points
IT Governance Reviews	3 years IT governance reviews with references. (Attach references and referral letters)	5 points +3 years 10 points
IT Risk Management	3 years IT risk assessments or security reviews with references. (Attach references and referral letters)	5 points +3 years 10 points
Application Controls Reviews	3 years IT Application Controls reviews with references. (Attach references and referral letters)	5 points +3 years 10 points
Data migration review	3 years' data migration reviews with references. (Attach references and referral letters)	10 points +3 years 15 points
IT General Controls	3 years IT general controls reviews with references. (Attach references and referral letters)	5 points +3 years 10 points

NB: Service provider scoring 60% and above will be evaluated further on price and BBB-EE

Service provider scoring less than 60% will be disqualified

Thanking you in advance