



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY –

**TO** : *Prospective Service Provider*  
**FROM** : *SCM /STORES*  
**DATE** : *24 /06/2019*  
**ENQUIRIES** : *STORES*  
**TELEPHONE** : *015 780 6362/61*  
**REF** : *132991*

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 and Brought to our offices 3 Nyala Street, Phalaborwa not later than **02/07/2019 at 12H00**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc .VAT)</b>	<b>DELIVERY PERIOD</b>
	<b>Procurement of IT Audit Services:</b>		
	<b>See specification attached</b>		

**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.*
- *The municipality retains the prerogative to reject any quotes it deems to be excessive*
- *A firm delivery period must be indicated.*
- *Tax Clearance Certificate*
- *A service provide be registered with central supplier database (CSD)*
- *Registered with CIPRO (CK 1 or 2 document)*
- *BBBEE Certificate certified by a SANAS accredited institution.*
- *Completed MBD4 (Declaration of Interest) Form*

**Fill in and Return the Declaration of Interest Form.**



BA-PHALABORWA MUNICIPALITY  
OFFICE OF THE MUNICIPAL MANAGER  
MEMORANDUM  
- BUDGET AND TREASURY –  
MEMORANDUM

**TO** : Supply Chain Manager  
**DATE** : 24 July 2019  
**REF** : 6/15  
**FROM** : Chief Audit Executive

**SUBJECT: Specification for IT Audit Services – Ba-Phalaborwa Municipality**

The above bears reference.

Internal Audit request the services of IT Auditors to perform a follow-up on IT Audit findings. The provider must avail 1 IT Audit Manager and 1 IT Auditor. The assessment will be done on the qualifications and experience of auditors not the company and the auditors on the proposal must be availed for the audit process. The following requirements must be met:

**Scope**

To conduct a follow-up audit on IT Audit findings, prepare audit file which will be in line with IT Audit Standards, IIA Standards and Ba-Phalaborwa Municipality's audit methodology. The audit hours allocated 160 hours.

**Professional Membership (5 points)**

The IT auditor and IT Audit Manager should be active registered members of the following professional bodies during the time of application:

Institute of Internal Auditors (IIA) **(2.5 points)**

Information Systems Audit and Control Association (ISACA) **(2.5 points)**

**Qualifications (20 points)**

	<b>Qualifications</b>
<b>IT Auditor</b>	B. Degree Accounting / Internal Auditing <b>(10 points)</b> Higher Certificate/ Diploma in IT Auditing <b>(5 points)</b> Certified Information Systems Auditor <b>(5 points)</b>
<b>IT Audit Manager</b>	Certified Information Systems Auditor <b>(10 points)</b> B. Degree: Accounting/ Internal Auditing <b>(5 points)</b> Diploma/ Advance Diploma in IT Auditing <b>(5 points)</b>



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**Experience (25 points)**

	<b>Experience</b>
<b>IT Auditor</b>	<ul style="list-style-type: none"><li>• 3 years IT Audit experience in public sector (<b>3 years' experience – 5 points, +3years experience - 10 points</b>)</li><li>• 3 years' experience of conducting IT Audits on behalf of AG in Municipal environment (<b>3 years' experience – 5 points, +3years experience - 10 points</b>)</li><li>• MSCOA audit experience will be an added experience(<b>5 points</b>)</li></ul>
<b>IT Audit Manager</b>	<ul style="list-style-type: none"><li>• 5 years IT Audit experience in public sector (<b>5 points</b>)</li><li>• 5 years' experience in conducting IT Audit on behalf of AG in the Municipal environment (<b>5 years' experience – 5 points, +5years experience - 10 points</b>)</li><li>• 5 years' experience in IT audit reporting and presentation of report to senior management (<b>5 points</b>)</li><li>• MSCOA audit experience will be an added experience (<b>5 points</b>)</li></ul>

Thanking you in advance

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Ms. Makhongela MM  
Chief Audit Executive

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Date