



BA-PHALABORWA MUNICIPALITY

- Budget and Treasury -
Procurement and Stores

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **17/06/2022**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6479/6362/61**
REF : **136340**

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 at No.3 Nyala Street, Phalaborwa, 1390 by not later than **23/06/2022 at 12H00**.

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
1X	Accounts Receivables Audits		

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 Accounts Receivable Audit

The above bears reference,

The municipality seeks the services of a professional Senior Auditor, Audit Manager and Director to complement the Internal Audit Team in conducting the Accounts Receivable Audit

Scope

The review should focus on the following:

Review internal controls in relation to accounts receivables, review compliance with relevant policies, procedures and acts and follow-up previously raised findings.

Professional Membership (10 points)

The implementation team must be members of the following professional bodies:

Professional bod	Points
Institute of Internal Auditors (IIA)	5
South African Institute of Chartered Accountants	5
Total	10

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 40 points

	Qualifications	Points
Director	B. Degree (Accounting/ Internal Audit) (5) CA/ CIA (10)	15
Audit Manager	B. Degree (Accounting/ Internal Audit) (5) CA/ CIA (10)	15
Senior IT Auditor	Diploma (Accounting/ Internal Audit) (5) B. Degree Accounting /Internal Audit) 5	10

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

Experience 50 Points)

	Experience	Points
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	The following experience is required for the team	
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Financial Audits in Local Government sphere	2 years financial audits in Local Government (Attach appointment letters)	15 points +2 years 20 points
Financial Audit on behalf of the AGSA	2 years of conducting financial audits on behalf of AGSA (Attach appointment letters)	10 points +2 years 15 points
Preparation of AFS experience	2 years' experience of preparation of AFS (Attach appointment letters)	10 points +2 years 15 points

NB: Service provider scoring 60% will be appointable.

The Municipality requires 1 Audit Senior, 1 Audit Manager and Director. The quotation should be per auditor per hour for 200 hours.