



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : **Prospective Service Provider**
FROM : **SCM /STORES**
DATE : **29/05/2023**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ3059**

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 **06/06/2023 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
1	REVIEW OF IT GENERAL CONTROL AUDIT		
	SEE ATTACHED SPECIFICATION		

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 Pin*
 - *A service provider 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*
 - *Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for B-BBEE)*
- 20 is further evaluated: 20 for 100% Black owned; 18 for +51% Black owned; and 14 for Less than 51% Black owned*

Fill in and Return the Declaration of Interest Form.



**BA-PHALABORWA MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER**

MEMORANDUM

To: Supply Chain Manager
Date: 24 May 2023
Reference: 2223CSD005/01
From: Chief Audit Executive

SUBJECT: Specification for General IT Controls Audit

The above bears reference.

The municipality seeks the services of a professional IT Senior Auditor, IT Audit Manager and Director to complement the Internal Audit Team in conducting the IT General Controls Audit.

Scope

The review should focus on the following:

Review of the adequacy and effectiveness of the Municipal General IT Controls

Professional Membership (15 points)

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

Professional body	points
Institute of Internal Auditors (IIA)	5
Information Systems Audit and Control Association (ISACA)	5
South African Institute of Chartered Accountants (SAICA)/ Chartered Institute of Management Accountants (CIMA)	5
Total	15

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 (35 points)

	Qualifications	Points
Director	B. Degree (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems) (5) CA/CISA/ CIA/ CIMA (5)	10
IT Audit Manager	B. Degree (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems/ IT Auditing) (5) CISA (5)	10

Senior IT Auditor	Diploma (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems) (5) B. Degree (IT Auditing/Information Systems or Equivalent) (5) CISA (5)	15
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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 The following experience is required for the service provider ✓ Appointment letters for experience must be attached as POE not a testimonial.	Points
Previous IT Audit experience in a Municipality	IT Audit experience with references. (Attach appointment letters) 10+ appointment letters (20 points) 7-8 appointment letters (15 points) 6 – 3 appointment letter (10 points) 2-1 appointment letters (5 points)	20 points
Previous Internal Audit Experience	Internal Audit experience with references. (Attach appointment letters) 10+ appointment letters (20 points) 7-8 appointment letters (15 points) 6 – 3 appointment letter (10 points) 2-1 appointment letters (5 points)	20 points
Previous experience of conducting IT Audit on behalf of AGSA	Experience of conducting audits for the Auditor General reviews with references. (Attach appointment letters) 5+ appointment letters (10 points) 4-1 appointment letter (5 points)	10 points

NB: Service provider scoring 60% will be appointable.

The Municipality requires 1 IT Audit Senior, 1 IT Audit Manager and Director. The quotation should be per auditor per hour for 240 hours.

