



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : *Prospective Service Provider*
FROM : **SCM /STORES**
DATE : **13/06/2023**
ENQUIRIES : **STORES**
TELEPHONE : **015 780 6361/62**
REF : **REQ3060**

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 **21/06/2023 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
1	QUALITY REVIEW OF INTERNAL AUDIT UNIT		
	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: 06 June 2023 Reference: 6/15/1/3 From: Chief Audit Executive

SUBJECT: Specification for Internal Audit External Quality Review

The above bears reference.

The municipality seeks the services of a professionals to conduct the quality review for the Internal Audit Activity.

Scope

The review should focus on the following:

Validation of the External Quality Review of the Internal Audit Activity in terms of the IIA Standards.

Professional Membership (10 points)

The implementation team must be members of the Institute of Internal Auditors.

Professional body	points
Institute of Internal Auditors (IIA)	10
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 (50 points) – All qualification Certificates must be attached and certified

	Qualifications	Points
Lead Quality Reviewer	B. Degree (Accounting/ Internal Auditing) (5) Qualified External Reviewer (5) CIA(5)	15
Supervisor	B. Degree (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems/ IT Auditing) (5) Qualified External Reviewer (5) CIA (5)	15
Team Member	Diploma (Accounting/ Internal Audit) (5) B. Degree (Accounting/Internal Auditing) (5) Qualified External Reviewer (5) CIA (5)	20

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

Experience (40 points)

	Experience The following experience is required for the service provider	Points
Internal Audit Experience	<p>(Attach CVs with minimum 3 contactable references)</p> <p>Lead Quality Reviewer</p> <ul style="list-style-type: none"> ✓ 10+ years Internal Audit Experience at Senior Manager/ CAE level (10 points) ✓ 9-5 years Internal Audit Experience at Senior Manager/ CAE level (5 points) <p>Supervisor</p> <ul style="list-style-type: none"> ✓ 5+ years Internal Audit Experience at Audit Manager level (5 points) ✓ 4-2 years Internal Audit Experience at Audit Manager level (3 points) ✓ 1 year Internal Audit Experience at Audit Manager level (1 point) <p>Team Member</p> <ul style="list-style-type: none"> ✓ 5+ years Internal Audit Experience (5 points) ✓ 4-2 years Internal Audit Experience (3 points) ✓ 1 year Internal Audit Experience (1 point) 	20 points
External Quality Review Experience	<p>External Quality Review experience for the service provider and Lead Quality Reviewer. (Attach appointment letters for the company and CV for the Lead Reviewer with contactable referees)</p> <p>Company Experience for conducting quality review for Internal Audit Unit:</p> <ul style="list-style-type: none"> 5+ appointment letters (10 points) 4-3 appointment letters (5 points) 2-1 appointment letter (1 point) <p>Lead Quality Reviewer:</p> <ul style="list-style-type: none"> ✓ Leading External Quality Reviews of 5 IA Activities (10 points) ✓ Leading External Quality Reviews of 4-3 IA Activities (5 points) ✓ Leading External Quality Reviews of 2-1 IA Activities (3 points) 	20 points

NB: Service provider scoring 60% will be appointable.