



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

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
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: 24 May 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 (15 points)**

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

<b>Professional body</b>	<b>points</b>
<b>Institute of Internal Auditors (IIA)</b>	<b>10</b>
<b>Total</b>	<b>10</b>

***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**

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

**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 (40 points)**

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

**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.**