



BA-PHALABORWA MUNICIPALITY

- Budget and Treasury -
Procurement and Stores

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 12/07/2022
ENQUIRIES : STORES
TELEPHONE : 015 780 6479/6362/61
REF : 136347

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 **20/07/2022 at 12H00.**

| QUANTITY | Description | PRICE/UNIT (Inc .VAT) | DELIVERY PERIOD |
|----------|---|--------------------------|--------------------|
| 1X | Review of data Migration (Migration from Sebata to CCG System) | | |

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.



BA-PHALABORWA MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER

MEMORANDUM

TO : Supply Chain Manager
DATE : 07 July 2022
REF : 6/15
FROM : Chief Audit Executive

SUBJECT: Specification for Data Migration Review

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 a Data Migration Review.

Scope

The review should focus on the following:

Migration of data from Sebata/ Inzalo System to CCG Systems

The review will focus on the planning, execution and reporting of the migration process in terms of the IT audit methodology.

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) | 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 (5) | 10 |
| IT Audit Manager | B. Degree (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems) (5) CISA (5) | 10 |
| Senior IT Auditor | B. Degree (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems) (5) CISA (5) Certified Data Analyst (5) | 15 |

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.

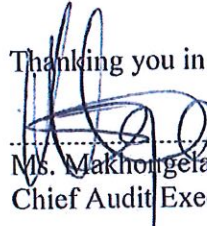
Experience (50 points)

| | Experience The following experience is required for company | points |
|------------------------------|---|---|
| Application Controls Reviews | 3 years IT Application Controls reviews with references. (Attach appointment letters) | 1-2 appointment letters 10 points 3+ appointment letters 15 points |
| Data migration review | 3 years' data migration reviews with references. (Attach appointment letters) | 1-2 appointment letters 15 points 3+ appointment letters 20 points |
| IT General Controls | 3 years IT general controls reviews with references. (Attach appointment letters) | 1-2 appointment letters 10 points 3+ appointment letters 15 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 and indicate the total cost including disbursements.

Thanking you in advance


 Ms. Makhongela-MM
 Chief Audit Executive

07/07/2022
Date