



BA-PHALABORWA MUNICIPALITY

TO : Panel of service provider for Hiring of plant and Equipment  
FROM : SCM /STORES  
DATE : 13/12/2022  
ENQUIRIES : STORES  
TELEPHONE : 015 780 6479/6362/61  
REF : 0507

Kindly furnish this office with a written quotation for Hiring of plant and Equipment below . The quotation must be submitted on the letterhead of your Entity and dropped at our offices 3 Nyala Street, Phalaborwa a not later than 20/12/2022 at 12HOO. Attention: SCM Manager

QUANTITY	Description	Unit Of Measure	DELIVERY PERIOD
	Procurement of service to review the mitigation of the ICT and Audit Action Plan		
	As per the attached specification.		
	<i>The price must be all Inclusive</i>		

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 and/or underquoted*
- > *A firm delivery period must be indicated.*
- > *Tax Clearance Certificate*
- > *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.*
- > *Registered on the Centralised Suppliers Database ( CSD Report)*



BA-PHALABORWA MUNICIPALITY  
OFFICE OF THE MUNICIPAL MANAGER

MEMORANDUM

TO : Supply Chain Manager  
DATE : 12 December 2022  
REF : 6/15  
FROM : Chief Audit Executive

**SUBJECT: Specification for Review of Audit Action Plan**

The above bears reference.

The municipality seeks the services of a professional IT Senior Auditor, IT Audit Manager, Senior Finance Auditor and Finance Audit Manager to complement the Internal Audit Team in conducting a Review of Audit Action Plan.

**Scope**

The review should focus on the following:

Review of the mitigation measures on the audit action plan and the progress to date focusing on the ICT findings, performance information findings and AFS related findings.

**ICT Qualifications (20 points)**

	Qualifications	Points
IT Audit Manager	B. Degree (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems) (5) CIA (5)	10
Senior IT Auditor	Diploma/ Degree (Accounting/ Financial Information Systems/ Internal Audit/ Information Systems) (5) CISA (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.**

**Finance and Performance Qualifications (20 points)**

	Qualifications	Points
Audit Manager	B. Degree (Accounting/ Internal Audit) (5) CA (5)	10
Auditor	Diploma/ Degree (Accounting/ Internal Audit) (5) CA (5)	10

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

**ICT Experience (30 points)**

	<b>Experience</b> <b>The following experience is required for the team</b>	<b>points</b>
Application Controls Reviews	3 Appointment letters on IT Application Controls reviews with references. (Attach appointment letters)	<b>5 points</b>  <b>+3 appointments 10 points</b>
IT General Controls	3 appointment letters on IT general controls reviews with references. (Attach appointment letters)	<b>5 points</b>  <b>+3 appointment 10 points</b>
Conducting work for AGSA	1 appointment letters on IT on behalf of AGSA. (Attach appointment letters from AGSA)	<b>5 points</b> <b>+1 appointment letter 10 points</b>


**Finance and Performance Experience (30 points)**

	<b>Experience</b> <b>The following experience is required for the team</b>	<b>points</b>
Finance Audits	3 Appointment letters on IT Application Controls reviews with references. (Attach appointment letters)	<b>5 points</b>  <b>+3 appointments 10 points</b>
Audit of Performance Information	3 appointment letters on IT general controls reviews with references. (Attach appointment letters)	<b>5 points</b>  <b>+3 appointment 10 points</b>
Conducting work for AGSA	1 appointment letters on Regulatory Audit on behalf of AGSA. (Attach appointment letters from AGSA)	<b>5 points</b> <b>+1 appointment letter 10 points</b>

***NB: Service provider scoring 60% will be appointable.***

***The Municipality requires 1 IT Audit Senior, 1 IT Audit Manager, 1 Audit Manager and 1 Audit Senior. The quotation should be per auditor per hour for 40 hours including disbursements.***

Thanking you in advance

  
 Ms. Makhongela MM  
 Chief Audit Executive

12/12/2022  
 Date