



BA-PHALABORWA MUNICIPALITY

- BUDGET AND TREASURY –

- PROCUREMENT AND STORES -

TO : Prospective Service Provider  
FROM : SCM/STORES  
DATE : 04/05/2016  
ENQUIRIES : STORES  
TELEPHONE : 015 780 6362/61  
REF : 128951

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/ emailed to [procurementstores@gmail.com](mailto:procurementstores@gmail.com) or not later than 13/05/2016 at 12H00.

QUAN TITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
	<i>Professional Internal Audit Services to assist in Executing the Internal Audit plan</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
  - A firm delivery period must be indicated.
  - Original Tax Clearance Certificate
  - A service provider be registered with Ba-Phalaborwa database
  - Registered with CIPRO (CK 1 or 2 document)
  - BBBEE Certificate certified by a SANAS accredited institution.
  - Fill in and Return the Declaration of Interest Form.
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- Original Tax Clearance Certificate
- CIPRO (CK2 Document) / Proof of organisation ownership
- BBBEE Certificate certified by a SANAS accredited institution (if available).
- Completed MBD4 (declaration of Interest) Form

I trust that you will find the above to be in order.

Digitally Signed

Accountant: SCM



**BA-PHALABORWA MUNICIPALITY**  
**OFFICE OF THE MUNICIPAL MANAGER**  
**MEMORANDUM**  
 BA-PHALABORWA MUNICIPALITY  
 - BUDGET AND TREASURY -

TO : Municipal Manager  
 Cc : Acting CFO  
     AFO: SCM  
 DATE : 21 April 2016  
 REF : 6/15/B  
 FROM : Deputy Director: Internal Audit  
 E-Mail : Makhongelam@gmail.com  
 Ext : 6471/ 079 853 6405

**SUBJECT: Professional Internal Audit Services**

The subject above bears reference.

**Introduction**

As per the approved 2015/2016 Internal Audit Plan and 2015/2016 Service Delivery Budget Implementation Plan, Internal Audit Plan was supposed to be at 75% completion by 31 March 2016. Due to the challenges faced in staffing in the month of March 2016, the Internal Audit Unit was unable to meet the target and was at 64% completion by 31 March 2016. Looking at the risks involved and the recurrence of financial risks, Internal Audit request to co-source some of its audit projects to complete the approved plan.

**Discussion**

Internal Audit request the services of professional qualified Internal Auditors to assist in executing its Internal Audit projects. The professional Internal Auditors required are 2 and 1 Audit Manager to supervise the work performed by the Internal Auditors. The co-source will be for a period of three months starting from the date of appointment.

**Specification**

The Internal Audit professionals should at least meet the following criteria:

Requirements	Internal Auditors	Audit Manager
Tertiary Qualifications	B. Degree Accounting/ Internal Auditing	B. Hons Internal Audit/ Accounting



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<b>Membership</b>	IIA/ SAICA	IIA/ SAICA
<b>Work Experience</b>	5 years Audit Experience preferably Financial Audits. Municipal Internal Audit experience will serve as advantage.	8 years Audit experience, 5 years at audit management level preferable financial audits
<i>Additional to the above, the following will serve as an added advantage:</i>		
<b>Other Qualification</b>	Internal Audit Technician (IAT)	Professional Internal Auditor (PIA)
<b>Certification</b>	CA/ CIA/ CGAP	CA/ CIA/ CGAP

**Work to be done**

The following projects will be executed during the period:

- a) Accounts Receivables & Debtors
- b) Assets Management
- c) Revenue

**Audit Manager**

The manager will be expected to plan each audit, supervise the execution of the audit and reporting in line with the Internal Audit Methodology and Policies.

**Internal Auditors**

The auditors will be expected to assist in planning the audits, execute the audit procedures as approved and assist in reporting the audit in line with the Internal Audit Policies.

At the ends of the projects the Audit Manager will be requested to present completed working papers and final audit report for approval by the Deputy Director: Internal Audit

Thanking you in advance for your corporation

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Ms. Makhongela MM  
Deputy Director- Internal Audit  
Audit Committee Secretariat