



**BA-PHALABORWA MUNICIPALITY**

**MEMORANDUM**

**BUDGET AND TREASURY**

**TO** : Prospective Service Provider  
**FROM** : SCM /STORES  
**DATE** : 25/07/2025  
**ENQUIRIES** : STORES  
**TELEPHONE** : 015 780 6402/4  
**REF** : RFQ8245

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 **04/08/2025 at 12H00**

<b>QUANTITY</b>	<b>Description</b>	<b>PRICE/UNIT (Inc. VAT)</b>	<b>DELIVERY PERIOD</b>
<b>1</b>	<b>Internal Assessment for implementation of Global Internal Audit</b>		
	<b>Standard.</b>		
	<b>SEE ATTACHED SPECIFICATION</b>		

**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)
- Completed MBD4 (Declaration of Interest) Form
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)  
20 is further evaluated : 20 for 100% Black owned;  
18 for at least 51% Black owned; and  
14 for Less than 51% Black owned



BA-PHALABORWA MUNICIPALITY  
OFFICE OF THE MUNICIPAL MANAGER

MEMORANDUM

To: Supply Chain Manager  
Date: 03 July 2025  
Reference: 6/15/1/3  
From:

**SUBJECT: Specification for Periodic Assessment in accordance with GIAS**

The above bears reference.

The municipality seeks the services of a professionals to implement the Global Internal Audit Standards

**Professional Membership (5 points)**

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

Professional body	points
Institute of Internal Auditors (IIA)	5
<b>Total</b>	<b>5</b>

*NB: All resources must be active members of the IIASA prior the closing of the tender, if not the company will be disqualified.*

**Qualifications (50 points) – All qualification Certificates must be attached and certified**

	Qualifications	Points
Director	Post Graduate Degree/ Hons/ Masters (Internal Audit/ Accounting) (5) B. Degree (Accounting/ Internal Auditing) (5) Certified Internal Auditor (10)	15
Manager/ Team Leader	B. Degree (Internal Audit/ Accounting) (5) Certified Internal Auditor (10) Performing and Effective Quality Assessment (PEQA - IIASA) (10)	25
Team Member	B. Degree (Accounting) (5) Internal Audit Technician/ Professional Internal Auditor (5)	10

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

**Experience (30 points)**

	<b>Experience</b> The following experience is required for the service provider (this is the company's experience)	<b>Points</b>
<b>Internal Audit Experience</b>	<p>The bidder must demonstrate experience in conducting Internal Audit reviews and provide <u>appointment letters/ Purchase Order</u> for such experience.</p> <ul style="list-style-type: none"> <li>▪ 5 and more appointment letters (10)</li> <li>▪ 4 - appointment letters (5)</li> <li>▪ 1 - 3 appointment letters (3)</li> </ul>	<b>10 points</b>
<b>External Quality Reviews</b>	<p>The bidder must demonstrate experience in conducting External Quality Reviews for Internal Audit Activity and provide <u>appointment letters/ Purchase Order</u> for such experience.</p> <ul style="list-style-type: none"> <li>▪ 3 and more appointment letters (10)</li> <li>▪ 2 appointment letters (5)</li> <li>▪ 1 appointment letters (3)</li> </ul>	<b>10 points</b>
<b>Conducting Reviews on behalf of AGSA</b>	<p>The bidder must demonstrate experience of conducting audits on behalf of AGSA and provide <u>appointment letters/ Purchase Order</u> for such experience.</p> <ul style="list-style-type: none"> <li>▪ 3 and more appointment letters (5)</li> <li>▪ 2 appointment letters (3)</li> <li>▪ 1 appointment letters (2)</li> </ul>	<b>5 points</b>
<b>Development of Governance Document for Audit Committee approval</b>	<p>The bidder must demonstrate experience in providing training on Internal Audit and provide <u>appointment letters/ Purchase Order</u>.</p> <ul style="list-style-type: none"> <li>▪ 3 and more appointment letters (5)</li> <li>▪ 2 - appointment letters (3)</li> <li>▪ 1 - appointment letters (2)</li> </ul>	<b>5 points</b>

**Methodology (20 points)**

	<b>Methodology</b> Service providers methodology will be assessed in terms of the following:	<b>Points</b>
<b>Methodology</b>	<p>The Service Provider must present the methodology which will outline the application of the Global Internal Audit Standards on Internal Assessments.</p> <ul style="list-style-type: none"> <li>▪ Application of Global Internal Standards on periodic assessment. (5)</li> </ul>	<b>15</b>

	▪ Method of assessment of each standard. (10)	
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*NB: Service provider scoring 70% will be appointable.*

**Deliverables**

1. The report on periodic assessment done on the Internal Audit Function.
2. Working Papers on the Assessment done.
3. Quality assessment file.
4. Recommendation on on-going review and periodic reviews for the CAE.
5. IIASA External Quality Manual.