



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 14/05/2026
ENQUIRIES : STORES
TELEPHONE : 015 780 6361/62
REF : Req No. REQ10457

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 **21/05/2026 at 12H00**

QUANTITY	Description	PRICE/UNIT (Inc. VAT)	DELIVERY PERIOD
05	Request for the services of a professional to provide training on the Audit Strategy to the Internal Audit Function as part of the Global Internal Audit Training for 3 days as per the attached specification		

Please number your quotes (Your Ref No)

The following conditions will apply:

- o Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- o The Municipality retains the prerogative to reject any quotes it deems to be excessive A firm delivery period must be indicated.
- o Tax Clearance Pin
- o A service provider registered on central supplier database (CSD)
- o Completed MBD Forms
- o 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

Specification for Audit Strategy Training

The Municipality seeks the services of a professionals to provide training on the Audit Strategy to the Internal Audit Function.

Qualifications:

- B. Degree (Accounting/ Internal Auditing)
- Certified Internal Auditor
- Certificate in External Quality Reviewer
- Institute of Internal Audit (SA) Membership
- 10 years Internal Audit Experience at Senior Management Level (Provide reference)
- 5 Years Quality Review Experience (Provide reference)
- 5 Years Internal Audit Training Experience (Provide reference)

Deliverables

1. Practical training over 2 and half days on Audit Strategy to Internal Audit Staff inline with the Global Internal Audit Standards.
2. Demonstration utilising the current BPM Strategy, Annual Plan, Strategic Risk Register, IDP and other planning documents.
3. Review of the IAF Strategy and recommendations on the strategy.
4. Training to Senior Management on their on the IAF Strategy.