



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY -

To : Prospective service provider  
From : SCM /store  
Date : 10/03/2026  
Enquiries : Procurement Office  
Telephone : 015 780 6400/6/2/4  
Ref : REQ9896

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 No.3 Nyala Street, Phalaborwa not later than 18/03/2026 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
50	REQUEST FOR GLOBAL INTERNAL AUDIT STANDARDS TRAINING FOR 50 PEOPLE		
	SEE ATTACHED SPECIFICATION		

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 +51% Black owned; and  
14 for Less than 51% Black owned

## **Training of Audit Committee Members, Councilors and Senior Management on Global Internal Audit Standards (GIAS)**

### **Overview of the workshop**

The Institute of Internal Auditors issued the Global Internal Audit Standards which became effective on the 09<sup>th</sup> January 2025. The Standards covers the responsibilities of the Internal Audit Activity, Senior Management and the Board (which is Council and Audit Committee). The Municipality request services of an accredited trainer by the Institute of Internal Auditors to conduct the workshop on Global Internal Audit Standards to those charged with Governance.

### **Scope of work**

The training must cover Domain III of the Global Internal Audit Standards focusing on the following:

1. Principle 6: Authorized by the Board
2. Principle 7: Positioned Independently
3. Principle 8: Overseen by the Board
4. Role of Council in ensuring the independence of the Audit Committee.
5. Responsibilities of Council, Executive Committee, Audit Committee and Senior Management as required by the Global Internal Audit Standards.
6. Domain I and Domain II and its relation to the IA Charter.

### **Qualification of the Trainer/ facilitator**

The facilitator must have the following qualifications and Experience:

1. B.Com / B tech Internal Auditing / Accounting
2. Certified Internal Auditor
3. External Quality Reviewer with the Institute of Internal Auditors.
4. Accredited Trainer by the "ASA
5. Member of the IIA

### **Experience**

The facilitator must have the following qualifications and Experience:

1. Minimum 10-15 years' experience in: Internal audit, Governance advisory, Audit committee or board advisory
2. Proven experience facilitating executive-level or board-level training
3. Demonstrated knowledge of the Global Internal Audit Standards

## **Deliverables**

The facilitator must provide:

1. Training presentation slides (electronic format), Facilitator guide (electronic), Participant materials (electronic)
2. Executive summary of key discussion points (optional but recommended)