



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

TO : Prospective Service Provider
FROM : SCM /STORES
DATE : 13/07/2026
ENQUIRIES : STORES
TELEPHONE : 015 780 6361/62
REF : REQ 5762

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
20/07/2026 at 12H00

QUANTITY	Description	PRICE (Inc. VAT)	DELIVERY PERIOD
1	Periodic assessment for Internal Audit Function for 2025/26 Financial Year Attached is the detailed 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 registered on central supplier database (CSD)
- Completed MBD Forms
- 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 Periodic Assessment and IA Capability 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
Total	5

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
Lead Assessor	B. Degree (Accounting/ Internal Auditing) (5) Certified Internal Auditor (10) Performing and Effective Quality Assessment (PEQA - IIASA) (10)	25
Senior Team Members	B. Degree (Internal Audit/ Accounting) (5) Certified Internal Auditor (10)	15
Junior Team Member	B. Degree (Accounting/ Internal Auditing) (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)

	Experience The following experience is required for the team/ service provider	Points
Internal Audit Experience (this is the company's experience)	The bidder must demonstrate experience in conducting Internal Audit reviews and provide <u>appointment letters/ Purchase Order</u> for such experience. ▪ 5 and more appointment letters (10) ▪ 4 - appointment letters (5) ▪ 1 - 3 appointment letters (3)	10 points

External Quality Reviews (this is the team leaders Experience)	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. ▪ 3 and more appointment letters (10) ▪ 2 appointment letters (5) ▪ 1 appointment letters (3)	10 points
Training on Internal Audit/Quality Review (this is the team leaders Experience)	The bidder must demonstrate experience in providing training on Internal Audit and provide <u>appointment letters/ Purchase Order</u>. ▪ 3 and more appointment letters (10) ▪ 2 - appointment letters (5) ▪ 1 - appointment letters (3)	10 points

Methodology (20 points)

	Methodology Service providers methodology will be assessed in terms of the following:	Points
Methodology	The Service Provider must present the methodology which will outline the application of the Global Internal Audit Standards on Internal Assessments. ▪ Application of Global Internal Standards on periodic assessment. (5) ▪ Method of assessment of each standard. (10)	15

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. Internal Audit Capability Model Assessment Results