



HARRY GWALA DISTRICT MUNICIPALITY

"Together We Deliver and Grow"

OFFICE OF THE MUNICIPAL MANAGER

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR CONDUCTING EXTERNAL QUALITY ASSURANCE REVIEW FOR HARRY GWALA DISTRICT MUNICIPALITY.

Proposals are hereby invited from reputable, suitable qualified and experienced Service Providers to submit proposals for performing external quality assurance review for Harry Gwala District Municipality Internal audit unit.

SPECIFICATION/SCOPE

The municipality is looking for a suitable qualified Independent assessor or quality assurer to conduct an external quality assurance/assessment for the internal audit function/unit on the following key areas:

a) Internal Audit Function

- Expectations of Internal Audit as expressed by senior management (Internal audit structure and resources);
- Internal audit purpose and positioning;
- Tools and techniques used by Internal Audit;
- Execution of Internal audit work;
- The mix of knowledge, experiences and disciplines within the team;
- Independence & Objectivity of the Internal audit unit;
- Reporting lines for internal audit unit;
- Whether Internal Audit adds value and Improves the organisation's operations; and
- Compliance/conforming with the Standards, Definition of Internal Auditing, the Code of Ethics, and Internal Audit's Charter, procedures, plans, practices and any applicable legislative and regulatory requirements.

b) Audit Committee

- The composition of the audit committee;
- Independence of audit committee;
- Execution of audit committee work;
- Competence of the Chairperson and other members; and
- Compliance with audit committee charter, MFMA, plans and any other applicable legislative and regulatory requirements.

2. Key Deliverables

The key deliverables for this project will be as follows:

- Independent External Quality Assessment Report In line with the scope and in compliance with the relevant IIA (SA) Standards on performance of External Quality Assessment;
- External Quality Assessment working paper file;
- Willingly provide dedicated time to HGDM and deploying qualified and experienced Certified External Quality Assessor ; and
- Willingly gather proper understanding of HGDM systems and processes for the purpose of External Quality Assessment.
- Service provider must ensure that all work conforms to the IIA standards and such work shall be subject to an external quality assurance review as may be considered necessary.
- The process should end by producing detailed external quality assessment report outlining the findings of the assessment, including the following:
 - Compliance with IIA Standards;
 - Areas for Improvement at a performance level;
 - Structure, reporting lines and resources deployed in the internal audit function;
 - An outline of the methodology used to conduct the external quality assessment;
 - Produce sufficient, relevant, reliable and effective evidence relating to external quality assessment; and
 - Make recommendations on the possible actions that need to be taken to correct the weaknesses identified.

3. Minimum required Information

The following information must be provided in the proposal document:

- The proposal should outline the service providers' approach and methodology and demonstrate its ability to be flexible to the needs of the HGDM;
- Detailed curriculum vitae (CV) of key personnel/team that will be part or involved in carrying this quality assurance/assessment review;
- The minimum requirement for External Quality Assessor should be a Certified Quality Assessor/assurer certificate or equivalent qualification in the External Quality Assessment field coupled with three to five years of practical experience in External Quality Assessment; and
- Company background and track record in similar projects, 3 contactable references including the confirmation letters.

4. Key expertise required

- The project requires the services of persons possessing practical and technical competencies in External Quality Assessment;
- Understanding of the Standards of Professional Practice in Internal Auditing (SPPIA) and that of Institute of Internal Auditors

- Understanding of the International Internal Auditing Standards (IIA);
- Understanding of applicable relevant standards around External Quality Assessment;
- Personnel assigned to this project must have:
 - Extensive experience in conducting External Quality Assessment engagements in the public sector
 - A thorough understanding of references to governance, risk management and internal controls in the Municipal Finance Management Act (MFMA) and Treasury Regulations;
 - Project Management skills and experience; and
 - Relevant academic qualifications.
 - A general expectation is that the Team Leader and other personnel must possess:
 - High levels of communication, interpersonal and analytical skills
 - The ability to work under pressure
 - Attention to detail and deadlines

The 80/20 preferential points system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE status.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin
- Central Supplier database registration

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.
- A signed MBD4 form must be submitted with all Bids (available on our website and reception).
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database and central supplier database.

CLOSING DATE

The closing date for the bidders is on ⁰⁵ **August 2022 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"External Quality Assurance Review"** on the outside of the envelopes addressed to **The Acting Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mr. W.Z. Tikilili** on 039 834 8700 during working hours.

Mrs T.T. Thiyane-Magaqa
Acting-Municipal Manager

A handwritten signature in black ink, appearing to read 'Thiyane-Magaqa', written in a cursive style.