



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE (KZNCEC)**

Herein referred to as (KZNCEC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE  
PROVISION OF EXTERNAL AUDITORS TO AUDIT FINANCIAL YEAR 2025,2026 AND 2027**

**Tender No: PU8411/079**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU8411/079 FOR THE PROVISION OF EXTERNAL AUDITORS FOR  
THE FINANCIAL YEAR 2025,2026 AND 2027**

The closing time and date for receipt for online tender **PU8411/079** is at 11h00 AM on **Thursday, 14 August 2025**.

|                                           |                       |                                                                                                                                                                                                         |  |
|-------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Tender number</b>                      | <b>PU8411/079</b>     |                                                                                                                                                                                                         |  |
| <b>Date issued</b>                        | <b>25 July 2025</b>   |                                                                                                                                                                                                         |  |
| <b>Tender closing date</b>                | <b>14 August 2025</b> | <b>Time: 11:00 AM</b><br><b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b><br><b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b> |  |
| <b>Non-Compulsory Information Session</b> | <b>31 July 2025</b>   | <b>Time:12h00 AM</b><br><b>An online non-compulsory briefing session will be facilitated via MS Teams</b>                                                                                               |  |

|                        |                    |  |        |
|------------------------|--------------------|--|--------|
| <b>Company Name</b>    |                    |  |        |
| <b>Address</b>         |                    |  |        |
| <b>Contact person</b>  | Mr/Mrs/Ms/Dr/Prof. |  |        |
| <b>Contact numbers</b> | (w)                |  | (cell) |
| <b>Email address</b>   |                    |  |        |

**1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT**

*Confidential*

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The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

**Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.**

| <b>Appendix Number</b> | <b>Description of Appendix</b>                                    | <b>Requirement</b>                                                                                        | <b>Circle yes if submitted</b> |    |
|------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------|----|
| Appendix A             | RFP Document                                                      | Each page of the RFP document to be initialled by a delegated representative                              | Yes                            | No |
| Appendix B             | Completed technical specifications and pricing                    | A signed copy of the printout of each page of the electronic document                                     | Yes                            | No |
| Appendix C             | Proof of Bank Account                                             | Signed letter from bank (not older than 6 months)                                                         | Yes                            | No |
| Appendix D             | Company registration documents                                    | Company registration documents                                                                            | Yes                            | No |
| Appendix E             | Board resolution                                                  | Attach copy of board resolution on the company letter head, Unless sole proprietor                        | Yes                            | No |
| Appendix F             | ID documents                                                      | Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)    | Yes                            | No |
| Appendix G             | Tax Pin                                                           | An original valid Tax Pin                                                                                 | Yes                            | No |
| Appendix H             | COIDA                                                             | Submit valid letter of good standing from the department of labour                                        | Yes                            | No |
| Appendix I             | B-BBEE certification / Affidavit                                  | A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit | Yes                            | No |
| Appendix J             | Audited Annual Financial Statements / Annual Financial Statements | Provide fully signed Audited Annual Financial statements / Annual Financial statements                    | Yes                            | No |
| Appendix K             | Declaration of Interest                                           | Please sign point 9 of this tender document                                                               | Yes                            | No |
| Appendix L             | Registration on National Treasury (CSD)                           | Provide a copy of the full report of registration on National Treasury Central Supplier Database.         | Yes                            | No |

|            |                                                   |                                                                               |     |    |
|------------|---------------------------------------------------|-------------------------------------------------------------------------------|-----|----|
| Appendix M | SBD forms                                         | Fully completed <b>SBD 1; SBD2, SBD 4; SBD 8; SBD 9</b>                       |     |    |
| Appendix N | Registration with Independent professional bodies | Provide proof of IRBA, CA registration and other relevant professional bodies | Yes | No |

***NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.***

### 1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

| FUNCTIONALITY CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | POINTS ALLOCATED |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p><b>EXPERIENCE IN THE SIMILAR PROJECTS AND PREVIOUS WORK DONE</b></p> <p>A minimum of 5 years experience in the public sector, implementing similar projects with 3 supporting cumulative reference(s) letters for work performed in the past five years.</p> <p>The reference letters must be signed, contain implementation details for the project, and the duration of the contract and the KZNCET reserves the right to verify the testimonials.</p> <ul style="list-style-type: none"><li>• Reference must be for the past five (5) years:</li><li>• Letters must be clearly dated (Commencement, Completion and Duration)</li><li>• Reference Letters must include the project value(prefereably values above R300 000.)</li></ul> <p>5 Reference letters and above = 20<br/>4 Reference letters = 15<br/>3 Reference letters = 10<br/>1-2 Reference letters = 5</p> <p><b>No appointment letters from clients will be accepted as reference letters.</b></p> <p><b>Unsigned reference letters will not be considered.</b></p> | <b>20</b>        |
| <p><b>EXPERIENCE OF THE PROJECT TEAM</b></p> <p>Bidders to provide detailed CV of the proposed project team member that will service KZNCET. The bidder to clearly stipulate position and role of each team member according to the below mentioned. Bidders are required to provide valid copies of certifications, relevant years of experience in the CV, for each role referenced below.</p> <p><b>Engagement Director of Chief Audit executive (20)</b></p> <p>Minimum 10 years audit experience with a minimum 5 years as a team leader or manager =10 points</p> <p>Engagement Director must provide a proof of valid registration with IRBA, CA = 10</p> <p><b>Project Team Leader or Manager:(15)</b></p> <p>Minimum 5 years audit experience with a minimum 3 years as a team manager = 5 points</p>                                                                                                                                                                                                                          | <b>45</b>        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p>Team Leader or Manager must provide a valid proof of registration with IRBA, CA(SA) = 10 points.</p> <p><b>Audit Project team: (10)</b></p> <p>The bidder must at least provide 1 team member who is certified in Information System Auditing (CISA) = 10 points.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| <p><b>METHODOLOGY/EXTERNAL AUDIT PLAN(THREE YEAR PLAN)</b></p> <p><b>Comprehensive external audit methodology to cover at least the following points:</b></p> <ul style="list-style-type: none"> <li>• Financial audits.(internal control reviews)</li> <li>• Performance Review audits (AOPO-Audit of performance outcome)</li> <li>• IT audits including system reviews</li> <li>• Risk and fraud management reviews</li> <li>• Probity audits (i.e. Supply chain management)</li> </ul> <p>All 5 of the above points covered = 25<br/> 4 of the points covered = 20<br/> 3 of the points covered = 15<br/> 2 of the points covered = 10</p> <p><b>NB: Documentation is impeccably organised and easy to navigate. All key components of the methodology are comprehensively explained. Language and grammar are flawless, making it effortless to understand. Visual aids and examples are extensive, enhancing clarity. Terminology is consistently and precisely defined.</b></p> | <b>25</b>  |
| <b>PRESENTATION OF THE TRANSFER OF SKILLS PLAN.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>5</b>   |
| <b>VALUE ADDING TO THE ADMINISTRATIVE FUNCTION OF THE COLLEGE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>5</b>   |
| <b>Total Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>100</b> |

## **SCOPE AND DEFINITION OF WORK**

The appointed service provider will issue an independent audit opinion by:

- 3.1 Carrying out such work as is necessary to form an opinion as to whether the College's annual financial statements fairly present the financial position, financial performance and cash flows for the College, in accordance with the Generally Recognised Accounting Practice (GRAP), Pre-determined objectives and all relevant legislation but not limited to.
  - 3.1.1 Preparing a detailed audit planning memorandum.
- 3.2 Determine their scope, methodology and approach as per the International Standards on Auditing as issued by Independent Regulatory Board for Auditors (IRBA);
  - 3.2.1 Preparing a detailed budget in line with the audit planning memorandum.
- 3.3 Communicate audit findings and make recommendations to management; 3.3.1 Conduct regular update meetings with management to ensure all matters are dealt with timeously; and
  - 3.3.2 Draft and issue audit reports upon completion of audit assignments.
- 3.4 Provide a final report with management responses on corrective actions and the presentation thereof to the Audit Committee, where necessary including.
  - 3.4.1 Attending the Audit and Risk Committee meetings; and any other relevant meetings as required; and
  - 3.4.2 Present External Audit Report to the Audit and Risk Committee.
- 3.5 Review and provide an independent audit opinion on the Annual Financial Statements within deadlines provided:
  - 3.5.1 Draft and issue audit reports upon completion of audit assignments.
  - 3.5.2 Attend Audit and Risk Committee meetings; and
  - 3.5.3 Any other relevant meetings as required.

## **DELIVERABLES**

- 4.1 A detailed audit planning memorandum at commencement of the audit.
- 4.2 A detailed budget in line with the audit planning memorandum agreed to by management with all relevant timelines.
- 4.3 Communication of audit findings with recommendations to management.
  - 4.3.1 Attendance of regular update meetings with management to ensure all matters are dealt with timeously

4.3.2 Audit reports upon completion of audit assignments.

4.4 Final report with management responses on corrective actions and the presentation thereof to the Audit Committee, where necessary.

4.4.1 Attendance of Audit Committee meetings; and any other relevant meetings as required.

4.4.2 Presentation External Audit Report to the Audit Committee.

4.5 Issuing of audit opinion of the Annual Financial Statements for the periods as agreed upon.

4.5.1 Audit reports upon completion of audit assignments.

4.5.2 Attendance of Audit and Risk Committee meetings and any other relevant meetings as required; and

4.5.3 Presentation of External Audit Report to the Audit and Risk Committee.

### **APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

5.1 The firm must be registered in terms of the Auditing Profession Act as an accountant and auditor and engaged in public practice (registration with IRBA - Independent Regulatory Board for Auditors) as an auditor allowed to perform assurance related engagements.

5.2 The firm must demonstrate relevant experience in rendering external audit services to the public sector

5.3 The key personnel of the proposed audit team must have relevant qualifications, skills and experience. These would include as a minimum:

First year clerk – with at least a BCom (Accounting) or equivalent.

Second year clerk – with at least BCom (Accounting) or equivalent.

Third year clerk –with at least BCom (Accounting) or equivalent.

Accountant-in-charge or Supervisor –must have at least passed QE part 1; Audit Manager – must have qualified as a CA (SA) and have at least 1 year's managerial experience.

Partner to have at least 3 years' experience as a partner in the Public Sector

5.4 Professional Competence and Integrity – The firm should be professional and competent in the practice of external audit (attest function) as well as have high ethical standards, i.e. Knowledge of and exposure to the PFMA (Public Finance Management Act), Treasury Regulations, CET Act and GRAP are a must.

5.5 Independence and Objectivity must be assured by there not being any conflict of interest.

5.6 Track record and Reputation – written references attesting to performing statutory audits are required. The Audit Firm is to have a minimum of five (5) years' experience in conducting audits within the Public Sector

5.6.1. Minimum of 4 reference letters confirming the audit firm's working experience in the Public Sector,

5.6.2. Reference letter must be provided on the clients' letterhead and must be signed by the client.

5.7 Confirmation of the existence of a technical department, as well as numbers and levels of staff in the technical department. In the absence of this, confirmation of association with the firm that can provide technical support.

#### **DURATION OF THE CONTRACT**

6.1 The successful firm will be appointed to render the requisite service portfolio for a maximum period of **3 financial year**.

6.2 Work will start on signing of the service level agreement.

6.3 Although the exact scheduling of inputs and allocation of days will be agreed to between the College and the consulting team, it is envisaged that the assignment will be carried out in five missions as outlined in Table 1.

| No | Broad Tasks                                             | Envisaged number of Working Days |
|----|---------------------------------------------------------|----------------------------------|
| 1  | Submission of detailed Audit Plan                       |                                  |
| 2  | Submission of detailed audit budget                     |                                  |
| 3  | Performing substantive testing on the AFS               |                                  |
| 4  | Submission of management report for input and Comment   |                                  |
| 5  | Submission of final management report and Audit Opinion |                                  |

## PRICING SCHEDULE

| SCOPE OF WORK                                             | Total Price for Year 1 (2025 Financial Year) , All-inclusive, including VAT | Total Price for Year 2 (2026 Financial Year), All-inclusive, including VAT | Total Price for Year 3 (2027 Financial Year), All-inclusive, including VAT |
|-----------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| External Auditing for 2025, 2026 and 2027 Financial Years | R                                                                           | R                                                                          | R                                                                          |