



Scope of Work

Terms of Reference for Provision of Internal Audit Services for a Period of Three (3) years from 2026 to 2028.

1. Introduction

Vuselela TVET College is a registered public TVET College, with Department of Higher Education in terms of CET Act, 2016 (Act No of 2016), Vuselela TVET College has a mandate to train and skill South African in the following categories, Accredited Skills Programmes, R191 Nated and National Vocational Certificates, for the benefits of the citizen of South Africa, operating within North West Province, with more focus in youth in general, for more information about the College can be found at <http://www.vuselelacollege.co.za>

Vuselela TVET College has Campuses Located as follows:

- Taung Mainroad to Pudimoe Viilage Taung 8581
- Jouberton 11900 5th Street Jouberton 2571
- Matlosana Plot 120 OR Tambo Street Klerksdorp 2571
- Klerksdorp Cnr OR Tambo & John Orr Street Klerksdorp 2571
- Corporate Centre 8 BramFischer Street Klerksdorp 2571
- Potchefstroom Cnr Auriet & Retief Street Potchefstroom
- Kitso – Botlhale 74 Boom Street Klerksdorp 2571

It is a compulsory requirement of this bid that the service provider / audit firm must be able to provide services for all sites/ campuses. The location of the service provider's offices must be clearly indicated in the proposal with the details on how all sites/ campuses will be served.

2. SCOPE OF WORK

The internal audits must be conducted in accordance with the Standards for the Professional Practices of Internal Auditing and Code of Ethics set by the Institute of Internal Auditors. The internal audit service provider should assist Vuselela TVET College by evaluating and developing recommendations for the enhancement and improvement of processes for projects approved as per Audit Plan through which:

2.1 The adequacy and effectiveness of the system of internal controls are reviewed and appraised;

2.2 The relevance, reliability and integrity of management, financial and operating data and reports are appraised;

2.3 Systems established are assessed and reviewed to ensure compliance with policies, procedures, statutory requirements and regulations, which have a significant impact on operations.

2.4 The means of safeguarding and verifying the entity's assets are reviewed.

2.5 The efficiency and effectiveness with which resources are employed are appraised.

2.6 Accountability is ensured.

2.7 The accomplishment of objectives as set out in the Strategic and Operational plans of the organization are monitored; and

2.8 Objectives and values of the organization are established, communicated and preserved.

The audits that will need to be considered includes amongst others:

- Finance, Supply Chain Management, Human Resource Management, Governance, IT security and systems processes audit
- Conducting special additional assignments on behalf of the Audit and Risk committee, Deputy Principal Finance or Principal into any matter or activity affecting the probity, interest and operating efficiency of Vuselela TVET College. In certain instances, Vuselela TVET College may request the service provider to render technical audits or assist in such audits on a project basis, and such requirements shall be communicated at the time when the instruction to render such services is required.

(Fixed rates over 3-year period to be provided on pricing schedule)

Please note that as stated above Vuselela TVET College operates from different sites / campuses, and audit field work needs to take place in the relevant location that the audit references. The service provider should therefore be prepared to travel to the relevant site for the audit. A confirmation of the availability of resources to do audit field work at all Sites/ Campuses must be provided in writing with the proposal.

Fraud and Irregularities

The service provider must apply due professional care and professionalism during the performance of audits to identify serious defects in internal controls which might result in possible malpractice. Any such defects must be reported immediately to the Project / Contract Manager, Principal and Council, without disclosing these to any other staff. This also applies to instances where serious fraud and irregularities is uncovered.

3. EXPECTED OUTCOMES AND DELIVERABLES

Performing audit assignments

Each assignment will consist of the following:

3.1 Entrance meeting

3.2 Minutes of entrance meeting

3.2 System description(s)

- 3.3 Risk assessment document
- 3.4 Audit programme
- 3.5 Sampling methodology
- 3.6 Record of work performed
- 3.7 Follow up on previous audit findings
- 3.8 Audit findings and recommendations
- 3.10 Reporting (draft internal audit report and final internal audit report).
- 3.11 Attending Council, EXCO and Audit & Risk Committee meetings

The structure of the report is to be and not limited to as follows:

- Introduction
- Audit objective and scope
- Executive summary highlighting findings
- Status of audit findings
- Findings, root cause, impact, risk rating, recommendation and management responses (including implementation dates)
- Conclusion.

The bidder(s) must formally make available all working papers, data, documents, reports and evidence collected or prepared during the planning, execution and reporting audits.

As a value-added service, the service provider must provide Internal Audit Awareness at least annually through presentations, brochures, etc.

4. QUALITY ASSURANCE REVIEWS OF THE WORK

The service provider shall ensure that all work performed conforms to the Standards for the Professional Practice of the Institute of Internal Auditors (IIA). Such work may further be subject to an external quality assurance as may be considered necessary.

5. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the work, the auditor must ensure that their staff maintain their objectivity by remaining independent of the activities they audit.

The resources presented in the proposal must be utilised for this project. In case a resource needs to be replaced, Vuselela TVET College must be presented with a similarly qualified and experienced resource. Vuselela TVET College reserves the right to accept such replacement. Failure to submit proof of qualifications and the CV/profiles will result in your bid scoring poor on the criteria.

The consultant shall:

- Have no executive or managerial powers, functions or duties except those relating to Internal Audit.
- Not be involved in the day to day operation of Vuselela TVET College.
- Not be responsible for the detailed development or implementation of new systems and procedures.
- Provide declaration of independence for each team member.

6. MONITORING PROGRESS OF ASSIGNMENTS

On completion of each assignment, the auditor shall distribute the reports to the Internal Audit Manager.

On quarterly basis submit a report/meet the Project / Contract Manager on progress against the plan, significant findings and administrative matters will be presented. The hours allocated will be utilised as and when required in terms of the Audit Plan.

7. SECURITY VETTING AND CLEARANCE

The service provider and staff allocated to the project must agree to be subjected to a Security vetting process, if required. Oaths of non-disclosure may also be required where client-based work that is to be audited requires such.

8. EXPERTISE

Except for members providing specialised services below, all team members should be registered with either or both of the Institute of Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA) and attach proof.

All members providing specialised services, must be registered with the relevant bodies they belong to and attach proof.

- It is essential that the service provider have knowledge, experience and provide evidence of working with public Colleges.
- Knowledge and practical understanding and implementation of the PFMA, PPPFA, Treasury Regulations, GRAP & King IV

Service providers should submit at least Five contactable (5) client references confirming current and past internal audit experience. It is essential that service providers indicate their previous involvement and knowledge of public colleges.

Vuselela TVET College reserves the right to contact client references as part of the due diligence process for tenders.

9. CONFIDENTIALITY NOTE

All content/material supplied or developed on behalf of Vuselela TVET College remains the property of Vuselela TVET College and should be treated as confidential.

10. MEETINGS

The frequency of administrative and technical meetings will be stipulated in the contract with the successful service provider and will be determined by the specific requirements of the solution being provided.

11. ACCOUNTABILITY

The service provider will be accountable to and will work under the direction of the Contract Manager / Project Manager who will be responsible in the performance of duties.

12 INSTITUTIONAL ARRANGEMENTS

12.1 Timeframe

The date of appointment is expected to be for period of (3) years after the award.

Audits will be conducted on a quarterly basis.

13 VIRTUAL/REMOTE WORKING

The service provider is expected to conduct audit engagements, attend meetings virtually and remotely when required.

However all field work must be undertaken on the respective site to which the audit refers,

For enquiries, please contact jackson.phetla@purcosa.co.za. Closing date for the bid 25 March 2026 at 11:00am

NB: The College will have meeting with a successful service provider every second month to monitor progress achieved, and areas for improvement.

Pricing Table

NO	Description / Item		Price inclusive of VAT
1.	Lead Auditor Rate	1	
2.	Audit Manager Rate	1	
3.	Audit Team Member Rate	1	
	Total Rates excluding disbursements		
6.	Disbursement's		
6.1	Accommodation Cost per person per day	1	
6.2	Travelling Rate per kilo-meter	1	
6.3	Other expenses related to Assignment	1	
	TOTAL PRICING		