



## **THE PROVISION OF SKILLED INTERNAL AUDITORS FOR A PERIOD OF 36 MONTHS ON AN AS AND WHEN REQUIRED BASIS**

### **1. PURPOSE**

To source the supply of skilled internal auditors from a recognised firm of auditors. It is the intent of the college to support its skill capacity within the Internal Audit Unit, which is in-source, by acquiring the service of skilled and trained personnel from time to time, as and when the need arises. The college therefore seeks to contract with a credible firm of auditors who will be able to provide the college with personnel of varying skills grade, which will be determined by the college from time to time during the contract period.

### **2. OBJECTIVES**

- a. To contract-in internal audit personnel at varying skills grades, from time to time for a limited duration of agreed hours
- b. To acquire the expertise commensurate to the degree of complexity and speciality of a predetermined or ad-hoc internal audit assignment
- c. To capacitate the in-house internal audit unit

### **3. SCOPE OF WORK/ DELIVERABLES**

- 3.1. The appointed incumbent(s) / service provider shall be required to supply the college and for its purpose only, the requisite skilled personnel during the agreed period of the audits, limited to the budgeted hours. The service provider shall provide the personnel with the necessary tools of trade, which includes among others,
  - working laptops / equivalent mobile devices running on Windows 16 or latest operating systems, which supports MS Teams and ZOOM virtual platforms.
  - Licensed MS Office 365 for business, Installed on laptops/ equivalent mobile devices

- Internet connectivity that enable personnel to carry out work and communicate with others while off-site, such as working from home or other appropriate locations where the confidentiality of audit work cannot be compromised.
- All contract-in personnel should be accessible on a mobile device or work- email address
- All personnel shall be expected to provide own transport to the place of work, which shall be the Head office of the College, at 29 Bell Street\_ Nelspruit.
- Any other tool or support reasonably expected to carry-out the duties of an internal auditor

3.2. The appointed incumbent(s) / service provider shall make available to the college, as and when required the quantity of personnel at the skill grades indicated in the table below

#### 3.2.1. Required skills grades

Skill -Grade	Maximum No. that may be requested by the college	Period / Budgeted hours
<b>Internal audit clerks,</b> Related tertiary qualification with at-least one year' relevant work experience	Three (3)	To be determined annually in the Internal audit plan
<b>Internal audit Trainee</b> Related tertiary qualification with 1 – 3 years' relevant work-experience	Three (3)	To be determined annually in the Internal audit plan
<b>Internal audit supervisor</b> Related tertiary qualification with 3 – 5 years of relevant work experience	Two (2)	To be determined annually in the Internal audit plan
<b>Internal audit Manager</b> Related tertiary qualification with at-least two years' experience at managerial position	One (1)	To be determined annually in the Internal audit plan
<b>Chief Internal Auditor</b> Membership with the Institute of Internal Auditors- South Africa (IIA-SA)	One (1)	To be determined annually in the Internal audit plan

Skill -Grade	Maximum No. that may be requested by the college	Period / Budgeted hours
<b>Information systems trainee auditor</b> Related tertiary qualification with 1 – 3 years' relevant work-experience	Three (2)	To be determined annually in the Internal audit plan
<b>Information systems Auditor</b> Related tertiary qualification with At-least three years' relevant experience	One (1)	To be determined annually in the Internal audit plan
<b>Information systems Audit Manager</b> Related tertiary qualification with At-least three years' relevant experience at managerial position	One (1)	To be determined annually in the Internal audit plan

The college reserves the right to increase the number of people during the term of the contract with prior notice. Service providers are encouraged (but not mandatory) to provide a balance mix of male and female personnel.

- 3.3. The appointed incumbent(s) / service provider shall be required to provide the personnel supplied to the college with the training commensurate to the job-position
- 3.4. The appointed incumbent(s) / service provider shall retain the personnel supplied to the college as own staff during the term of the contract. Employee related obligations and rights of service remains the responsibility of the service provider.
- 3.5. The personnel supplied by the service provider shall be required to complete audit task within the agreed and allocated hours, any overruns costs arising from causes that are not of the College, neither was it reasonably expected that the college would have known about, shall be defrayed by the service provider.

#### 4. RESPONSIBILITY OF ENHLANZENI TVET COLLEGE

- 4.1. The College shall provide the contracted service provider with an annual internal audit work plan indicating the timing, nature, and extent of internal audit work to be carried out by the personnel provided by the service provider

- 4.2. The college may request with notice to the contractor, changes to the work plan affecting the staff deployment at no additional costs
- 4.3. The College shall provide the personnel supplied by the service provider with appropriate office accommodation, including connectivity to internet for the purpose of carrying out their work assignment while working at the College site
- 4.4. The College retains the rights to determine the audit tasks as per the enterprise-wide risk management plan.
- 4.5. The College may source the services of personnel from other firms where the requisite skill cannot be obtained from the allocated firm
- 4.6. The Internal Audit Manager at Ehlanzeni TVET College may delegate supervisory duties to senior personnel supplied by the contractor, including but not limited to, review assignments, audit supervision and reporting to the Audit Committee
- 4.7. The college may refuse an individual made available by the contractor on grounds that the person lacks the necessary competence, discipline and effectiveness to efficiently complete the assigned internal audit tasks.

## **5. DUARATION OF THE ASSIGNMENT**

- 5.1. The assignment shall be for a period not longer that three years, starting from the date the last party signs on the contract.
- 5.2. The work deliverables shall be confirmed in each year as part of the annual internal audit plan, in line with the scope of work described in this tender document

## **6. BILLING**

- 6.1. The Service provider shall submit a Tax Invoice at regular intervals which shall not be earlier than a calendar month or later than three months.
- 6.2. The Service provider shall claim for productive hours spent on internal audit assignments at the college. Disbursements including travel costs shall be borne by the service provider unless otherwise pre-approved in writing by the Internal Audit Manager at the College or by an appropriate delegation.

6.3. Only rates quoted in the contract shall be applied in the calculation of claims for billing purpose

**7. PRICE LIST**

Item	Skill grade required	Qty	Rate/ Hour	Total Cost
1	3 x Internal audit clerks,	3		
2	3 x Internal audit Trainee	3		
3	2 x Internal audit supervisor	2		
4	1 x Internal audit Manager	1		
5	1 x Chief Internal Auditor	1		
6	2 x Information systems trainee auditor	2		
7	1 x Information systems auditor	1		
8	1 x Information systems Audit Manager	1		
<b>Total</b>				

**EVALUATION CRITERIA**

Technical Criteria		Required Submission	Weight	Maximum points
Category	Description			
Availability of Competent staff	The service provider has the ability to supply the required skill grades, i.e. technical training and experience	<ul style="list-style-type: none"> <li>- CV's of all the maximum number of persons per skill grade showing the required experience and qualification (<b>5 points</b>)</li> <li>- CV's of some of the maximum number of persons per skill grade showing the required experience and qualification, bidder should proof at-least one compliant staff member in each skill grade (<b>4 points</b>)</li> <li>- CV's of some of the maximum number of persons per skill grade showing the required experience and qualification, bidder unable to proof more than half of the compliant staff member in some of the skill grades required (<b>3 points</b>)</li> <li>- CV's of all the maximum number of persons per skill grade showing the required experience and qualification, and no proof of IT audit personnel (<b>2 points</b>)</li> </ul>	<b>50%</b>	<b>2,5</b>

Technical Criteria	Required Submission	Weight	Maximum points
	<ul style="list-style-type: none"> <li>- Any other submission (1 point)</li> <li>- No submission (0 point)</li> </ul>		
<b>HR Capability of the Firm</b>	<p>The service provider has verifiable proof that the maximum number can be supplied to the college</p> <ul style="list-style-type: none"> <li>- Organogram of active staff establishment showing the number of personnel per the required Job grade. <ul style="list-style-type: none"> <li>o <b>5 points</b>, where the number of staff to be made available to the College are on average less than 30% of the total establishment</li> <li>o <b>4 points</b>, where the number of staff to be made available to the College are on average more than 30% but less than 50% of the total establishment</li> <li>o <b>3 points</b>, where the number of staff to be made available to the College are on average more than 50% but less than 60% of the total establishment</li> <li>o <b>2 points</b>, where the number of staff to be made available to the College are on average more than 60% but less than</li> </ul> </li> </ul>	<b>30%</b>	<b>1,5</b>

Technical Criteria	Required Submission	Weight	Maximum points
	<p>70% of the total establishment</p> <ul style="list-style-type: none"> <li>○ <b>1 point</b>, where the number of staff to be made available to the College are on average more than 70% of the total establishment</li> <li>○ <b>0 point</b>, non-submission</li> </ul> <p>Bidders should note that non-audit staff members at their firms / companies shall not be included in the computation of the average %. For the purpose of calculating the average %, the formula in the section below shall be applied</p>		
<p><b>Professional Membership</b></p> <p>Proof of membership of the firm with a recognised professional body of auditors in South Africa</p>	<ul style="list-style-type: none"> <li>- Verifiable evidence that the firm is a recognised member of a professional body in South Africa (5 points)</li> <li>- No verifiable evidence that the firm is a recognised member of a professional body in South Africa (0 points)</li> </ul>	<p><b>20%</b></p>	<p><b>1</b></p>

**A responsible bid should score at-least 70% to proceed to the next stage of evaluation (i.e. 3.5 / 5 = 70%)**

For the Purpose of determining the **HR Capability of the Firm** he following Formula shall be applied.

<b>Skill Grade</b>	<b>Weighting (Priority)</b>	<b>Actual Fraction on the Staff establishment (no. of required staff / Total number on the Organogram)</b>	<b>Weighted average percentage (Weighting x Actual fraction / 100)</b>
Internal audit clerks,	15.0%	( 3 / X )	
Internal audit Trainee	20.0%	( 3 / X )	
Internal audit supervisor	15.0%	( 2 / X )	
Internal audit Manager	11.0%	( 1 / X )	
Chief Internal Auditor	3.0%	( 1 / X )	
Information systems trainee auditor	15.0%	( 2 / X )	
Information systems auditor	15.0%	( 1 / X )	

Skill Grade	Weighting (Priority)	Actual Fraction on the staff establishment (no. of required staff/ Total number on the organogram)	Weighted average percentage (Weighting x Actual fraction / 100)
Information Systems Audit Manager	6.0%	(1 x )	

  
 Mr. EM Mbuyane

College Principal

11/02/2026  
 Date