



## SPECIFICATION

### 1. SCOPE OF WORK

The successful bidder should be in a possession of registered Chartered Accountant or Audit firm (**Internal or External audit firm**) to provide Senior Internal Auditors who will assist with the completion of the 2023/24 CEF group annual audit plan.

**Below are the resources requirements:**

- B.com Internal Auditing/ Accounting coupled with B.com Honors/ Postgraduate Diploma in Internal Auditing/ Accounting.
- The resources should have more than 6 years of experience in conducting risk based internal audits at a senior level, preferably from the State-Owned Entities.
- The resources should have a valid IIA membership.
- Qualified CIA and CA (preferable from resources)

***NB: The required Senior Auditors will be based at the CEF head office (Sandton) for the duration of the project.***

#### 1.1 Internal Audit Experience

The proposed candidates must have experience in conducting the following audits.

- Financial Audits (***including annual financial statements review***)
- Predetermined objectives
- Compliance Audits

#### 1.2 Price Methodology

The bidders are requested to provide the commercial/financial proposal base on fixed hours stipulated below NB (1 day is equal to 7.5 hours).

Items	QTY	Rate/hr	Hours	Total Amount
Senior Internal Auditors	3	R	1500	R
Disbursements				R
<b>Total excl vat</b>				<b>R</b>
<b>Vat</b>				<b>R</b>
<b>Total Inc Vat</b>				<b>R</b>

**NB: All fees MUST be at a fixed and firm cost (Lumpsum costs); rates on their own will not be accepted. This includes disbursements (Clear lumpsum caps must be provided). Please also make sure that the price is inclusive of the full scope.**

## 2. Evaluation criteria

The evaluation will comprise of the following:

### 2.2 PHASE 1: MANDATORY EVALUATION CRITERIA

Mandatory requirement	Comply	Not comply
<b>1. Qualifications</b> <ul style="list-style-type: none"> <li>The bidder (Director) must either be qualified CIA and or CA.</li> </ul>		
<b>2. Prospective Resources qualification</b> <ul style="list-style-type: none"> <li>The resources should be in a possession of B.com honours Internal Auditing/ Accounting degree</li> </ul>		
<b>3. Proof of membership for the Proposed resources</b> <ul style="list-style-type: none"> <li>The bidder must submit proof of valid certificates of good standing for membership from the Institute of Internal Audit (IIA) for proposed resources.</li> </ul>		
<b>4. Experience of the Resources</b> <ul style="list-style-type: none"> <li>The proposed resources should submit a detailed CV (i.e., bidder must submit a CV of the resources clearly demonstrating the below): <ul style="list-style-type: none"> <li>✓ Minimum of 6 years of experience in conducting risk based internal audits and Annual Financial Statement review in the State-owned entity.</li> </ul> </li> </ul>		
<b>5. Internal Audit Software.</b> <ul style="list-style-type: none"> <li>Provide detailed CV outlining minimum of two years' experience in utilising Teammate audit software tool.</li> </ul>		
<b>6. Reference letters</b> <ul style="list-style-type: none"> <li>At least 3 reference letters confirming the experience and quality work done by the bidding firm.</li> </ul> <p><b>N:B</b> The services must have been provided within the past 6 years from the date of the advert.</p>		