



**GAUTENG TOURISM AUTHORITY  
GTA/IATENDER/2024/01**

**PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF THREE (3) YEARS TENDER**

MINUTES OF THE COMPULSORY BRIEFING SESSION WAS HELD ON MICROSOFT TEAMS, WEDNESDAY, 26 JUNE 2024 AT 11H00

**1. OPENING**

Ms. Tinyiko Nkuna opened and welcomed all the bidders that attended the meeting.

**2. DISCUSSION(S)**

- Ms. Nkuna requested the bidders to include in the chat box the name of the companies attending the briefing session.
- Ms. Nkuna presented to the bidders the background information on the need for an internal audit service provider at the Gauteng Tourism Authority.
- Mr. Zozi presented to the bidders the SCM related information to the bidders and emphasized that the importance of submitting information as stipulated in the terms of reference.
- Ms. Nkuna opened the session for questions from the bidders.

**QUESTIONS FROM BIDDERS**

The following questions were asked by bidders:

1. Page 25 of the Terms of Reference refers to the pricing schedule on the attached excel spreadsheet for year 1-3. Will the GTA furnish the spreadsheet to bidders?

**ANSWER: The GTA will look into the matter and make the spreadsheet available to bidders.**

2. Page 41 of the Terms of Reference refers to Proof of company registration with IRBA, or/ and SAICA or/ and IIA SA (for key personnel). Is this requirement for the company or to just key personnel?

**ANSWER: The requirement refers to key personnel**

3. Is there an indication of the audit hours for the 2022 and 2023FY?

**ANSWER: The audit hours is 2000 hours**

4. Is there any chance for electronic submissions of the bid or is it only hardcopy?

**ANSWER: Bids must be hand delivered to the address indicated in the Terms of Reference. Only hardcopy submission will be accepted.**

- Bidders were invited to raise any other questions on the terms of reference and no bidder raised further questions.
- Bidders were reminded to register their company names on the chat box as evidence of attending the compulsory briefing session.

#### **ATTACHMENTS**

Attached with these minutes are the following documents:

- Presentation made to bidders
- Excel spreadsheet - financial schedule

The meeting was adjourned.



Ms. Tinyiko Mkhuna  
BSC Chairperson  
Date: 26/06/2024



Mr. Samkelo Zozi  
Supply Chain Management  
Date 26 June 2024



Mr. Onias Badze  
Rakoma & Associates Inc  
Date: 26/06/2024