

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO PERFORM INTERNAL AUDIT SERVICE

1. BACKGROUND

The Internal Audit unit undertakes its activities in accordance with the Standards of Professional Practise of Internal Auditing as required by Section 38 (1) (a) (2) of the Public Finance Management Act and Paragraph 3.2 of Treasury Regulations.

The internal audit activity helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. All audit should be performed in terms of the IIA Standards.

The services provider will be appointed to perform two (2) planned audits for the financial year ending March 2024. The audits are as followings:

- Organisational Culture Audit
- IT Governance and IT General Controls Audit

2. SCOPE

2.1 Organisational Culture Audit

Review the adequacy and the effectiveness of the following areas:

- Leadership style
- Company's vision and values
- Employee values and behaviour
- Workplace procedures and policies
- Communication styles
- Workplace environment
- Reward and recognition programs
- Company stories and interactions, including language and symbols.

2.2 2.2 IT Governance and IT General Controls Audit

Review the adequacy and the effectiveness of the following areas:

- Organization and Governance Structures
- Executive Leadership and Support
- Strategic and Operational Planning
- Service Delivery and Measurement
- IT Organization and Risk Management

- Logical access controls over applications, data and supporting infrastructure.
- Program change management controls.
- Backup and recovery controls.
- Computer operation controls.
- Data center physical security controls.
- System development life cycle controls.

3. PROJECT PROPOSALS

The respondents are invited to submit proposals in line with the aforementioned brief. The respondents must among others cover the following in their proposals:

- Provide the inclusive quote for the services mentioned above.
- Demonstrate how the project will be undertaken.
- Include the framework/ plan that will be used for the project.
- Proposal accompanied by profiles of team members you proposed to use in the projects.

4. TIME FRAME

The total project timeframe is therefore estimated at 2 months (finishing 31 January 2024).

5. DELIVERABLES

Submit a written report containing findings on the audit with detail root cause analysis, effects and recommendations.

6. SPECIFIC PROVISION OF THE SERVICES

- The service provider shall adhere to administrative procedures, methods of communication and transfer of data, format and timing of report back as agreed between the parties from time to time.
- The service provider shall act in Good Faith within the law and in accordance with acceptable collection industry code of practice and shall do its utmost to avoid bringing the name of FPB into disrepute; and
- The service provider shall treat all information received by it from the FPB as confidential and shall not use such information for any purpose other than which has been agreed upon by both parties.

7. REPORTING REQUIREMENTS

It is expected as a minimum requirement for the service provider to furnish the FPB monthly or at periods determined between the parties with the following:

- A schedule showing tasks performed for the month or at periods determined between the parties and cost associated with the task.
- A schedule of all outstanding tasks and budget; and
- Attend meetings when required to do so.

8. MANDATORY REQUIREMENTS

Maximum of 3 members on the team and must comply with the following minimum criteria:

Be a competent, certified audit professional, e.g., CIA, CA(SA) or CISA.

(Attach certified copies of professional certification CIA, CA(SA) or CISA) – Must be certified in the past 6 months)

The tender will be functionally evaluated out of a minimum of 100 points – any bidder who scores less than 70 will not be considered for further evaluation (Phase 3), maximum score is 100 for PRICE AND SPECIAL POINTS

Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	Applicable Value 3 (Good)	Applicable Value 4 (Very Good)	Applicable Value 5 (Excellent)	Total Score
METHODOLOGY Detailed methodology showing key phases and milestones including detailed steps methodology showing key phases and milestones including detailed steps.	20	n/a	n/a	n/a	n/a	Detailed methodology	

Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	Applicable Value 3 (Good)	Applicable Value 4 (Very Good)	Applicable Value 5 (Excellent)	Total Score
PROJECT PLAN Detailed project plan showing key phases, milestones, and timelines.	20	n/a	n/a	n/a	n/a	Detailed project plan	
SERVICE PROVIDER EXPERIENCE IN AUDITING Reference letters on the clients' letterhead from contactable clients that showcase the projects relating to Cybersecurity/ IT security. The reference letters must be relevant to the service required or Similar service rendered in the public sector or private sector. Purchase Order and appointment letter does not serve as references, only letters from the current and past clients will be acceptable:	30	n/a	n/a	3 Reference letters	4 Reference letters	5 Reference letters	

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Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	Applicable Value 3 (Good)	Applicable Value 4 (Very Good)	Applicable Value 5 (Excellent)	Total Score
<p>EXPERIENCE OF THE PROJECT TEAM</p> <p>CV and Certified Qualifications and Certifications of the proposed team, indicating amount of years / experience in the Internal Audit and IT Audit field.</p> <ul style="list-style-type: none"> - One team member certified with CISA and 7 years' experience or more in IT auditing. - One team member is certified CA(SA) and has 5 years or more experience in Internal Auditing. - One team member certified with CIA 10 years' experience or more in Internal Audit. 	30	n/a	n/a	<p>1 Member with the following qualifications and experience:</p> <ul style="list-style-type: none"> - 1 team member certified with CISA and 7 years' experience or more in IT auditing. - 1 team member certified as CA(SA) and have 5 years or more experience in Internal Audit. 	<p>2 Members with the following qualifications and experience:</p> <ul style="list-style-type: none"> - 1 team member certified with CISA and 7 years' experience or more in IT auditing. - 1 team member certified as CA(SA) and have 5 years or more experience in Internal Audit. - 1 team member certified with CIA 10 years' experience or more in Internal Auditing. 	<p>3 Members with the following qualifications and experience:</p> <ul style="list-style-type: none"> - 1 team member certified with CISA and 7 years' experience or more in IT auditing. - 1 team member certified as CA(SA) and have 5 years or more experience in Internal Audit. - 1 team member 	

FPB Council Members: Ms. Zamantungwa Mkosi – **Council Chairperson**; Dr. Siyasanga Tyali – **Deputy Chairperson**

Ms. Lungelo Nxele; Ms. Mpho Sedibe; Dr Andile Nontso; Mr. Phosa Mashangoane; Adv. Lufuno Nevondwe; Ms. Magalutshmi Pillay; Ms. Zanele Nkosi
Chief Executive Officer: Dr Mashilo Boloka; **Council Secretary:** Ms Ngwako Molewa

Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	Applicable Value 3 (Good)	Applicable Value 4 (Very Good)	Applicable Value 5 (Excellent)	Total Score
				1 team member certified with CIA 10 years' experience or more in Internal Auditing		certified with CIA 10 years' experience or more in Internal Auditing	

10. SUBMISSION REQUIREMENTS

Prospective service providers must submit the following with their proposals and failure to submit them will render their bids invalid:

- Duly completed and signed standard bidding documents (SBD 1 to SBD 9).
- Original and valid Tax clearance Certificate.
- Registration certificate with the relevant council or body.

11. ENQUIRIES

For more enquiries kindly contact