

BID SPECIFICATION COMMITTEE (BSC)**MINUTES – COMPULSORY BRIEFING SESSION:****PROVISION OF INTERNAL AUDIT SERVICES****Date: 18 August 2026 (11H00)****FASSET
REPRESENTATIVES:**

Ms. Nobuntu Gwala	BSC Chairperson
Ms. Nokulunga Mthombeni	BSC Member
Mr. Kagiso Molefe	SCM Manager
Ms. Queen Maphoto	SCM Specialist
Ms. Luyanda Mbatha	SCM Administrator
Mr. Sizwe Mfusi	SCM Administrator

**BIDDER
ATTENDANCE:**

Name of attendee	Name of Prospective Bidder
Ande Boo	Rakoma and Associates Inc
Andile Sifuba	Tic and Mend (Pty) Ltd
Asemahle Madolo	Khulagro Advisory (Pty) Ltd
Asive Vukubi	KEP Consulting INC
Cuthbert Karasa	SkX Consultants,
Dianah Mahadika	Lunika Chartered Accountants & Auditors
Ellen	Kulungwana Accountants
Isaac Chidi	Walena Africa Capital (Pty) Ltd
Josefa Phasha	MMM Advisory Services (Pty) Ltd
JV Prillex	IBC Forensic
KEP Consulting INC	KEP Consulting INC
Lucas Mashilo	Basamandla Consulting
Mako Manyeruke	24Six CA Inc
Mashudu Mamathuntsha	RAMSA Chartered Accountant & Auditors Inc.
Masithembe Ralarala	CNL And Associates Inc
Maxwell Matsinde	Kgotlhetsa Consulting Services
Menzi Zama	Ngubane Management Consultants (Pty) Ltd.
Merlin Naidoo	Nexia SAB&T
Mxolisi Ngcobo	Cosine Investments Pty Ltd,
Nkosi Mdluli	Cardinal Solutions
Nkosinathi Ntombela	Walena Africa Capital (Pty) Ltd
Nokuthula Shilenge	Accutrust accountants
Nonhlanhla Zungu	HTB Consulting CC
Nothando Jele	Kant Consulting Pty Ltd
Ntombi & Khosi	Financiado
Onalenna Kupi	Bagaka Consulting Service

BID SPECIFICATION COMMITTEE (BSC)

MINUTES – COMPULSORY BRIEFING SESSION:

PROVISION OF INTERNAL AUDIT SERVICES

Date: 18 August 2026 (11H00)



	Onalenna Metswamere	Maine Management and Chartered Accountants Inc
	Pat Anderson	GoldOurs (Pty) Ltd
	Patience Mtungwa	Ramuedzisi Advisory Services CC
	Pholosho Nchabeleng	CNL and Associates inc
	Phumudzo Mukwevho	Munvat (Pty) Ltd
	Phumzile Mahlangu	Ligwa Advisory Services (Pty) Ltd
	Polite Mukonori	Bright Ambition (Pty) Ltd
	Prince Radebe	Avaka
	Promise Buthelezi	Promilezi
	Rannzwa Mutalukanyi	Samba Solution Inc
	Refilwe Khoza	Rain Chartered Accountants
	Rob Newsome	PKF VGA Services
	Samora Godle	Morar Incorporated
	Samukelisiwe Ndokweni	Ngubane Management Consultants (Pty) Ltd
	Sharon Mukwevho	SekelaXabiso Consulting
	Sinazo Sobhoyisi	Masegare and Associates Incorporated
	Tashville Boltman	Vernitos Consulting cc
	Tessa Visser	Masegare and Associates Incorporated
	Thato Mashishi	O.M.A Chartered Accountants Inc.
	Tracy-lee Visser	Ubuntu Business Advisory and Consulting (Pty) Ltd
	Tsepo Modiko	PKM Audit & Risk Management
	Tshegofatso Seanego	Leolo and Partners Chartered Accountants
	Tshifhiwa Masevhe	Chapu Consulting (Pty) Ltd
	Ulde Shumba	Shumba Inc

BID SPECIFICATION COMMITTEE (BSC)

MINUTES – COMPULSORY BRIEFING SESSION:

PROVISION OF INTERNAL AUDIT SERVICES

Date: 18 August 2026 (11H00)



1. WELCOME	Ms. Maphoto officially opened the meeting and welcomed the FASSET officials and prospective bidders. Attendees were requested to record their names, email addresses and company names in the meeting chat which will form part of an attendance registration. Prospective bidders were further informed that the minutes of the briefing session would be uploaded to the FASSET website. Proposals from bidders who did not attend or whose attendance could not be verified would not be considered.
2. APOLOGIES:	No apologies were noted.
3. DISCUSSION ITEMS	3.1 The purpose of the briefing session The purpose of the compulsory briefing session was to clarify the tender document (Terms of Reference), submission process, mandatory requirements, scope of work, technical evaluation criteria and to respond to questions from prospective bidders. 3.2 SCM Presentation on the submission requirements • All proposals must be submitted through the prescribed online submission link in the tender document. • Bidders must upload the technical proposal and financial proposal as separate documents, together with all mandatory and supporting documents. • The correct tender number must appear on the submission.

BID SPECIFICATION COMMITTEE (BSC)

MINUTES – COMPULSORY BRIEFING SESSION:

PROVISION OF INTERNAL AUDIT SERVICES

Date: 18 August 2026 (11H00)



- Bidders must complete the online tender submission register, including company name, contact person, email address and cellphone number.
- The tender closes on 4 September 2026 at 11:00. Late submissions and email submissions will not be accepted.
- Bidders were encouraged to submit well before the closing time to avoid technical difficulties.

3.3 Technical Presentation by BSC Chairperson

3.3.1 Scope and Reporting Lines

BSC Chairperson explained that the appointed service provider would support FASSET in achieving its objectives through an independent, objective, systematic, disciplined and risk-based internal audit approach. The service provider would report functionally to the Audit and Risk Committee and administratively to the Chief Executive Officer.

3.3.2 Core Responsibilities

- Prepare a three-year risk-based internal audit plan and annual internal audit plan with scope, estimated timelines and engagement details.
- Execute engagements in accordance with approved plans and provide assurance over governance, risk, controls, compliance and information systems.
- Communicate engagement objectives, scope, timelines, observations and findings to management.

BID SPECIFICATION COMMITTEE (BSC)

MINUTES – COMPULSORY BRIEFING SESSION:

PROVISION OF INTERNAL AUDIT SERVICES

Date: 18 August 2026 (11H00)



- Conduct follow-up reviews and report progress to management and the Audit and Risk Committee.
- Attend Audit and Risk Committee meetings as required and participate in the combined assurance model.
- Maintain integrity, objectivity, due professional care, confidentiality and independence from operational responsibilities.
- Maintain a quality assurance and improvement programme aligned with the Global Internal Audit Standards.
- Provide approved advisory, consulting, data analytics and ad hoc review services where required.

3.3.3 Evaluation Criteria

- Company experience: Demonstrated internal audit experience in the public sector and SETA environment. Company profiles and compliant reference letters will be used to substantiate experience.
- Reference letters: Letters must be on institutional letterhead, relate to services rendered within the required period, describe the services, include a contactable reference person and originate from different institutions. A maximum of one letter per institution will be counted.
- Project plan and methodology: Bidders must submit a tentative comprehensive project plan and audit methodology covering the risk-based approach, reporting processes, timelines, milestones and delivery arrangements.

BID SPECIFICATION COMMITTEE (BSC)

MINUTES – COMPULSORY BRIEFING SESSION:

PROVISION OF INTERNAL AUDIT SERVICES

Date: 18 August 2026 (11H00)



	• Resources and capacity: Proposals must include an organogram, roles and responsibilities, an appropriate skills mix, the ability to deploy additional resources, resourcing tools and evidence of financial sustainability. • Project team: CVs, certified qualifications and proof of professional registration must be submitted for the prescribed positions. Where multiple internal auditors are proposed, the score will be based on the least experienced auditor. • Quality assurance: Evidence should demonstrate a documented quality assurance and improvement programme, monitoring and corrective-action processes, and readiness for or completion of an external quality assessment.
4. Questions & Answers	Q1. Will external audit work performed through the Auditor-General of South Africa (AGSA) count as public-sector and SETA experience? A1. Work performed for AGSA across public departments or entities may count toward public-sector experience. Work performed for a SETA through AGSA may count toward SETA experience, subject to the evidence submitted which will be evaluated in line with the evaluation criteria. Q2. Can experience gained by an individual or a sister company be attributed to the bidding entity? A2. The experience of the bidding legal entity is the primary consideration. Experience belonging to another firm cannot automatically be transferred. Where a restructuring, holding company or subsidiary relationship exists, the bidder must provide clear documentary evidence of the linkage; the matter will be evaluated with regard to the terms of reference and legal implications thereof.

BID SPECIFICATION COMMITTEE (BSC)

MINUTES – COMPULSORY BRIEFING SESSION:

PROVISION OF INTERNAL AUDIT SERVICES

Date: 18 August 2026 (11H00)



	Q3. How should older references be handled where the original contact person has left? A3 Bidders should contact the relevant institution and obtain confirmation from a current authorised representative. Supporting documents may also be provided to substantiate the scope, completion and satisfactory performance of the work. Q4. Will formal recognition by the Institute of Internal Auditors South Africa count toward quality assurance requirements? A4. Bidders should submit the recognition and related evidence. It will be considered under the relevant quality assurance evaluation criteria. Q5. The SETA specific experience weighting was considered restrictive and a reduction to 10 points was proposed. A5. The comment was noted. FASSET explained that SETA experience accounts for 20 points and the functionality threshold is 70 points to qualify for the next phase of the evaluation, thus 80 points remains for other scoring opportunities. The Bid Specification Committee would consider the comment through the appropriate governance and approval processes; any amendment would be communicated formally.
5. GENERAL	The prospective bidders were thanked for their attendance and participation in the compulsory briefing session and were reminded that tender proposals must be submitted online no later than 04 September 2026 at 11:00. Late submissions will not be accepted.
6. MEETING CLOSURE	Ms. Maphoto adjourned the meeting at 11H57.

BID SPECIFICATION COMMITTEE (BSC)

MINUTES – COMPULSORY BRIEFING SESSION:

PROVISION OF INTERNAL AUDIT SERVICES

Date: 18 August 2026 (11H00)



7. Signature

Name: Ms. Nobuntu Gwala

Position: BSC Chairperson

Signature: 

Date: 24 August 2026