



ADDENDUM

SPECIAL INVESTIGATING UNIT (SIU)

RFP:001/08/2020

PROVISION OF INTERNAL AUDIT SERVICES IN A CO-SOURCED CAPACITY

27 AUGUST 2020

Issued by:

Special Investigating Unit ("UNIT")

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Closing time: 11:00am

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Item	TERMS OF REFERENCE'S CLARITY/QUESTIONS AND ANSWERS
1	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> The proposed team structure billing schedule, assumes the same rate for an Auditor/Senior Auditor and/or Specialist. What type of the Specialist is Table 4 is referring to, (refer to page 26 of 91 of the bid document, <p><u>RESPONSE:</u></p> <ul style="list-style-type: none"> The referred table is making a provision for various types of Auditor's level that can be assigned to a specific project depending on the project type. However, It does not assume that all levels will be assigned to a specific project at once. For an example the bidder may assign a Senior Auditor or an Auditor to execute SIU Audits.
2	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> Is a Specialist rate supposed to differ to that of a Senior Auditor and Auditor? <p><u>RESPONSE:</u></p> <ul style="list-style-type: none"> No, the rate of the Specialist/Senior Auditor/Auditor should be at the same level, for an example if the bidder assign a Senior Auditor to execute the project, 60% of the hours should be for the Senior Auditor for executing the work.
3	<p><u>QUERY</u></p> <ul style="list-style-type: none"> Is a Specialist audit projects differ to that of a Senior Auditor and Auditor? <p><u>RESPONSE</u></p> <ul style="list-style-type: none"> Specialist depend on the type of audit project to be executed as per the plan provided and the team that will be assigned to the SIU to execute the project. This provision is made with an understanding that there are specialised audits in the plan of which some may require specialised skills. For example: <ul style="list-style-type: none"> e.g. A data analysis/analytics for IT Audit.

	<ul style="list-style-type: none"> • e.g. A Tax Specialist for Tax Audit. • e.g. Payroll specialist if it's a Payroll Audit. • e.g. Total Quality Management Specialist if it's a Quality Audit. etc. • For some project specialist maybe assigned only depending on the type of project to be executed. • The indication of a specialist it was to guide the bidder that where a specialist is required such should be indicated and the rate thereof.
4	<p><u>QUERY</u></p> <ul style="list-style-type: none"> • If the bidder decides to assign both the Auditor and the Specialist what will be the appropriate rate for each of those levels and work allocation. Given the available hours for the project. <p><u>RESPONSE</u></p> <ul style="list-style-type: none"> • The Table 5 (refer to page 27 of 90 of the bid documents) also seeks to provide work allocation breakdown expected on the hours provided for the specific audit.
5	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> • Is three (3) contactable references also required for the Auditor or is contactable references provided for the Team Leader/Supervisor sufficient? <p><u>RESPONSE:</u></p> <ul style="list-style-type: none"> • The contactable reference referred on the bid document are for the Company/Bidder/Supplier and not for individuals or proposed project team.
6	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> • What would be the acceptable declaration that the bidder should be allowed to provide as a proof that its company or directors has or have had a reprimand/warning by the Professional Association for breach of Code of ethics. <p><u>RESPONSE:</u></p> <ul style="list-style-type: none"> • A bidder is required to provide a deposed oath and binding declaration (<i>it can be in a form of sworn affidavit</i>) declaring that the Company or its Director had receive or not receive a reprimand/warning by the Professional Association for breach of Code of ethics.

	<ul style="list-style-type: none"> Should the SIU identified that the bidder provided an inaccurate information, SIU reserves the right to take any lawful route to address the false information i.e. this can lead to disqualification or withdrawal of the contract if the contract already awarded to the said bidder.
7	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> Evaluation criterion, Table 2.1 (bidders experience, page 19 of 91) a bidder is required to tick/indicate the total number of bidder's experience. Are bidders still compel to provide information required in Table 3 (page 25 of 91). <p><u>RESPONSE</u></p> <ul style="list-style-type: none"> Yes, Table 3 require more details of the number of bidder's experience indicated/confirmed in Table 2.1.
8	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> Evaluation Criterion number 2 (Experience of Director/Partner), a bidder will be scored 05 points by demonstrating 3-5 years' experience in auditing with 2 years in engagement management (directorship/partnership level) or with relevant competency at engagement level. Would a bidder be scored full points if he has e.g. 3-5 years' experience but less than two years engagement management as per the criterion? <p><u>RESPONSE:</u></p> <ul style="list-style-type: none"> The bidder will not be scored full points as due to not fulfilling the full requirement to evaluation rating 1 which equals to 05 points (<i>refer to page 20 of 91 of the bid documents</i>), A bidder who is covered on number of years of experience but fail on engagement will not be scored points as per evaluation rating 0, (<i>highlighted in red on the bid document</i>) If the bidder has the required number of years of engagement management but fail to demonstrate or provide information will result in non-scoring. The same applies to all other criteria in terms weight.

9	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> As part of the mandatory requirements, a bidder is required to provide proof of professional membership bodies either South African Institute of Chartered Accountants (SAICA) or Institute of Internal Auditors (IIA) or the Institute of Public Finance and Auditing (IPFA) etc. for Directors and Audit Manager. Do you only recognized the above mentioned professional bodies? <p><u>RESPONSE:</u></p> <ul style="list-style-type: none"> No ,the listed professional bodies serves as an examples hence etc. which allows any other relevant professional bodies. However the proof of professional bodies should be a proof of registration with a relevant regulatory bodies relevant to the services requested. Failure to provide any relevant proof of professional body, will lead to disqualifications.
10	<p><u>QUERY:</u></p> <ul style="list-style-type: none"> The bid document on Table 5 (PAGE refers to detailed breakdown and cost per project that must be submitted with the bid document in an excel format (CD/USB), are required to re-create Table in excel format? <p><u>RESPONSE:</u></p> <ul style="list-style-type: none"> No, the bidder is not required to recreate the Table 5 but SIU has provided already formatted excel spreadsheet, refer attached Annexure A. NB. The soft copy of the Audit Plan Costing is attached in the Excel format. Bidders should note that the Audit Plan Costing was uploaded with the Terms of Reference but in the PDF format, refer to page 27 of 91.

Addendum received by the Bidder and the contents thereof included in the Request for Proposal (RFP)


Signature(s)

Name(s)

Date

Capacity

(Name of organization/bidder)



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