

QUOTATION SC 585/2009

OVERSTRAND MUNICIPALITY

SPECIFICATIONS FOR INTERNAL AUDIT SERVICE

The Overstrand Municipality wishes to employ the services of companies that provide internal audit services. A risk based audit plan has been approved but due to limited staffing, the Municipality will require a contractor(s) to perform some of the audits. The successful company(ies) will be performing audits on a variety of aspects as instructed by the Manager: Internal Audit. The instructions will be focused on specific identified high risk areas within the respective directorates/ sections of this Municipality. It is envisaged that the appointment of the successful company(ies) will be for a period of two to three months commencing on approximately **16 March 2009**. The Municipality reserves its right to appoint **more than one** service provider.

The area of jurisdiction of the Overstrand Municipality includes area management and sub-offices which are situated in the under mentioned towns. It could therefore also be required that the audit process be conducted at the following area management offices.

Bettys Bay (sub-office);
Kleinmond;
Hermanus;
Stanford, and
Gansbaai

The company(ies) will be required to conduct and report on the audit in accordance with the IIA Standards. The detailed format may be negotiated with the Manager: Internal Audit. The required IA service will **not** include auditing of the Information Technology Department.

The company submitting a quotation must include in its proposal:

- Its audit approach and methodology;
- Qualifications and experience of the staff to whom the tasks will be assigned in the internal audit field, with particular reference to internal audit in local government.
- References of local authorities audited and nature of audit must be stated
- Reference to particular field(s) of exceptional expertise
- Confirmation that that the required service can be provided from approximately 16 March 2009;
- The pricing should be at a “per hour rate” for the respective levels of competence of audit staff to be provided. (Any travelling and accommodation expenses should be quoted with the pricing)
- Travelling costs **from** Hermanus as the base station to regional offices should be stated separately as it is a yet unknown quantity.

The proposal should not be longer than 10 pages, typed in font size 12, single space.