



1. REQUEST FOR QUOTATIONS

RFQ Name: APPOINTMENT OF EXTERNAL AUDITORS TO PERFORM EXTERNAL AUDIT SERVICE ON THE IMPLEMENTED INFRASTRUCTURE PROJECT FUNDED BY CIEG GRANT

RFQ Number: RFQ/KHC/46/2025

Specification Enquires: Mr. N. Makupula

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SCM Enquiries: Ms N. Maseme

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2. COMPLIANCE

2.1 MANDATORY RETURNABLE DOCUMENTS

- Active SARS Tax Clearance or tax pin
- Copy of Business Registration Document [CIPC documents]
- Certified ID copies of directors. [(Certification not older than 6 months)
- Proof of valid Shareholder Certificate. Certification should not be older than 6 months
- Proof of registration with Central Supplier Database (Full report and not a summary)
- Completed SUPPLIER declaration form i.e. SBD 4 (Obtainable from the College website)
- The Team must have someone registered with SAICA and someone registered with IRBA as a registered Auditor
- The entire Internal audit team must be registered members who are in good standing with the Institute of Internal Auditors IIA (SA) or SAICA. (Attach proof of membership)
- At least one member who is Partner/Director/Manager must be registered with Independent Regulatory Board for Auditors (IRBA). (Attach proof of membership)



2.2 Other requirements:

- Certified copy of ID of director/s (certification not older than 6 months)
- Completed SBD 6.1 Preferential points claim form (Obtainable for the Colleges website)
- Company profile detailing previous experiences.
- Attach all CV's and certified copies (not later than six months) of IDs, qualifications and valid professional body registrations of the proposed team below

Item	Full Descriptions	Requirements	Experience	Membership
1.	Partner/ Senior Manager/Director	B Tech Internal Audit / BCom Acc, CA (SA)	7+	SAICA / IRBA
2.	Manager /Senior Auditor	B Tech Internal Audit / BCom Acc, Completed Articles / CA (SA)	5+	SAICA / IIA (SA)/IRBA
3.	Auditor	B Tech Internal Audit / BCom Acc.	3+	SAICA / IIA (SA)/IRBA

3.SCOPE OF WORK

3.1 The objective of the audit would be to test and confirm if:

- The CIEG funding has indeed been applied for repairs and maintenance and not for any operational costs; (Validity)
- If quality work has been delivered; (Existence, Occurrence and Value for Money)
- If reasonable rates have been charged by the Contractors for the work paid for; (Accuracy and Value for Money)
- If the projects were critical and of important nature to the College, linked to the maintenance plans of the College; (Valuation)
- If a Principal Agent or other Consultants have been appointed to facilitate the projects, to determine if the professional fees payable in this regard, are market related. (Accuracy and Value for Money).

3.2 Detailed Agreed-Upon Audit procedures:

The registered auditor must sample at minimum, **5 CIEG projects** completed by the respective College, for the period **April 2025- 30 September 2025**. Detailed procedures are as follows:

- Obtain a detailed CIEG expenditure report from the College Financial System for the audit period under review.
- Obtain a listing of completed CIEG projects from the College for the audit period under review, which must include the total value of expenditure incurred and paid for.
- Based on the listing obtained, select at minimum of 5 projects based on total costs incurred (From highest reported expenditure in descending order).
- Trace all reported expenditure per listing, per project, back to the detailed expenditure report obtained from the College financial system.
- Randomly select at minimum 5 payment transactions per project (If less than 5 transactions are applicable for a project, all payments must be selected for audit).
- Perform a detailed audit check on the payments selected:
 - Confirm what the payment was made for;
 - Confirm what rates were applied and if these rates paid for are reasonable and market related;
 - Physically inspect the work paid for, and re-measure quantities (if possible for instance square meter tiling installed, or square meter roofs repainted);
 - Check the measured quantities to the quantities paid for;
 - Take pictures of the work conducted;
 - Assess whether quality work was performed and if value for money was obtained.
- Conclude on the following audit assertions relating to:
 - Occurrence;
 - Existence;
 - Accuracy;
 - Validity;
 - Completeness; and
 - Valuation.

3.3 Summary and conclusion

In total, a maximum of **25 payment transactions** (or less depending on quantum of CIEG projects completed) will be applicable for each audit cycle, comprising of maximum 5 CIEG projects and 5 payment transactions per project.

The Auditor must provide a conclusive AUP report indicating if the projects and transactions selected for the audit period under review, did fulfil the objectives as stated above. The auditor must raise any Findings with College management, and

obtain management responses when the audit management report is concluded, clearing indicating the following:

- Audit finding,
- Potential impact,
- Root cause,
- Management response;
- and Auditors conclusion.
- (Photos where relevant of work conducted in relation to the sample selections must also be included).

3.4 **Schedule of Price**

Scope of Work	Total Cost incl Disbursements and Vat
Engagement Meeting and planning	R.....
Execution and Substantive testing	R.....
Physical Verification of the projects	R.....
Concluding and Reporting	R.....
Disbursements	R.....
Travelling (in Km/h)	R.....
Subtotal	R.....
Vat	R.....
Total (including vat)	R.....

NB: PLEASE ATTACH A FORMAL QUOTATION ALONG WITH THE PRICING SCHEDULE!!!

4.SUBMISSIONS

Closing date of quotations: 17 November 2025, 12:00pm

Quotations must be emailed to: nmaseme@khc.edu.za

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED