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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/23/2025

Specification Enquires: Mr. N. Makupula

Contact Details: 047 401 6400/6419

Email address: nmakupula@khc.edu.za

SCM Enquiries: Ms N. Maseme

Contact No: 047 401 6400/6437

Email address: nmaseme@khc.edu.za

2. COMPLIANCE

2.1 MANDATORY RETURNABLE DOCUMENTS

- Valid SARS Tax Clearance Certificate or pin
- Proof of Central Supplier Database Registration (all report pages and NOT summary report)
- Completed SUPPLIER declaration forms (SBD 4) (Obtainable from the Colleges' website)
- Copy of company registration documents (CK's)
- Active membership/registration with the South African Institute of Chartered Accountants (SAICA)
- Active Membership/registration with the Independent Regulatory Board of Auditors (IRBA)

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.

| 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 |

- **NB:** The Team must have someone registered with **SAICA** and someone registered with **IRBA** as a registered Auditor.

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 each Bi-annual audit. 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, clearly 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: 13 June 2025, 16:00pm

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

PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED