

**DATE: 31 MAY 2021**

**CONSOLIDATED QUESTION AND ANSWER DOCUMENT - 4**

**BID NUMBER: PROJ/2021/22/01**

**DESCRIPTION: PROVISION OF INTERNAL AUDIT SERVICES FOR INSETA FOR A PERIOD OF FIVE (5) YEARS**

**1. Question:**

The spreadsheet has three (3) tabs do we complete and submit all the three tabs?

**1. Answer:**

**The bidders are required to populate information on sheet one only, kindly ignore sheet two and three. The revised spreadsheet will be circulated and is to assist for bidders' price workings. The bidders will be required to submit a completed PDF as an Annexure to SBD 3.3 reflecting price breakdown and total contract price including all applicable taxes (Including VAT).**

**2. Question:**

How many hours per year or per audit section do we base our costing on?

**2. Answer:**

**The bidders are required to estimate the number of hours for the required audits over a period of five (5) year contract.**

**3. Question:**

On tab 3 of the excel schedule – Are these the audits we should base our costing on?

**3. Answer:**

**The bidders are requested to ignore sheet two & three and only concentrate on sheet one.**

**4. Question:**

Is it okay for us to submit costing based on our own templates? The attached template is not straight forward and is also not user friendly.

**4. Answer:**

**The bidders are recommended to submit costing using the template provided by INSETA, where clarity required will be provided to bidders.**

**5. Question**

Who was the previous auditing company?

**5. Answer:**

**The current auditing firm is Nexia SAB&T.**

**6. Question:**

How many hours are you allocating for this project?

**6. Answer:**

**The bidders are required to estimate the number of hours for the required audits over a period of five (5) year contract.**

Regards

**INSETA Supply Chain Management**



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