

20 SEPTEMBER 2021

CONSOLIDATED QUESTION AND ANSWER DOCUMENT - 1

BID NUMBER: PROJ/2021/22/03

DESCRIPTION: PROVISION OF INTERNAL AUDIT SERVICES FOR INSETA FOR A PERIOD OF 3 YEARS AND TEN (10) MONTHS

1. Question:

- Who is currently rendering internal audit services for INSETA?

Answer:

The service provider that is currently rendering Internal Audit Services for INSETA is SAB & T.

2. Question:

- Please advise the **hours** allocated to the internal audit function per year.

Answer:

3 742 hours were budgeted for internal audit under the current contract for 3 years.

3. Question:

On page 6 of 12 of the terms of reference (TOR's), it is stated that the bidder must provide evidence in the form of a reference letter of completed audits in the Public Sector, related to any and all the deliverables reflected below:

Can you please clarify this requirement if it's any or it's all reference letters? For example, if the bidder has more than four (4) reference letters that relate to one of the listed service areas i.e., IT Audit, Financial audit etc. The bidder would be allocated the maximum points (30) to fulfil this requirement?

Answer:

The bidder must provide evidence in the form of a reference letter of completed audits in the Public Sector, related to any and all the deliverables reflected below:

(Letters collectively must reflect standard services as per the list below) Non-Compliance will equal automatic disqualification.

- Financial audits.
- Operational audits.
- Performance Review audits.
- IT audits.
- Risk management review.
- Corporate Governance Review.
- Quality assurance such as review of competitive bidding process.

Evidence must be reference letters (with contactable references – letters not older than 5 years)

- 2 - 4 reference letters of completed contracts = 10 points
- and above reference letters of completed contracts = 30 points
- Non-compliance with the minimum criteria = 0 points

4. Question:

As per SBD 3.3 a total cost is required for the duration of the contract which is also a requirement by INSETA. Please advise if there are budgeted hours for the project per year to enable us to compute the total cost based on the resources highlighted and required by INSETA.

Answer:

3 742 hours were budgeted for internal audit under the current contract for 3 years.

5. Question:

Can the bidders be allowed to submit online (via email) or the proposal must be submitted physical?

Answer:

Bidders are required to submit their proposal physical.

6. Question:

Kindly clarify as to how bidders are expected to complete SBD 3.3.

Answer:

Bidders are required to provide the total price of the contract period.

