

BREDE-GOURITZ

Catchment Management Agency
Opvanggebied Bestuursagentskap
I-Arhente yoLawulo lomMandla nokungqongileyo

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REQUEST FOR PROPOSALS: INTERNAL AUDIT SERVICES FOR FINANCIAL YEAR 2018/19.

The Breede-Gouritz Catchment Management Agency is established under the Schedule 3A public entity responsible for the Breede-Gouritz Water Management Area (WMA). It reports to the Department of Water and Sanitation. As part of performing its mandate and complying with the PFMA, National Treasury Regulations and the Public Audit, the entity is hereby inviting suitably and qualified audit firms (preferable registered in terms of the Public Accountant and Auditors Act- whose members belong to a recognised professional body) to submit their proposals for the provision of Internal Audit services. The assignment will be for a period of one year with the option of being extended with two more years (2019/20 and 2020/21 financial year). The primary responsibilities will be the following:

1. The Audit & Risk Committee and the Governing Board expect the internal audit to:

- 1.1 Institute a comprehensive risk-based audit plan
- 1.2 Inform directors about the tone of the organisation and its control processes
- 1.3 Provide expertise and assurance on risks and controls
- 1.4 Facilitate greater understanding of the organization's risks and its risk management processes
- 1.5 Provide an objective set of eyes and ears across the organisation
- 1.6 Serve as a trusted advisor
- 1.7 Board assessment
- 1.8 Business Continuity Plan & Combined Assurance

Breede-Gouritz reserves its right to continue with the above mentioned

2. Management expects that internal audit will:

- 2.1 Provide expertise and assurance on internal controls
- 2.2 Offer and provide insight, advice and assurance on enterprise risks
- 2.3 Deliver timely and relevant information to facilitate risk management and business decisions
- 2.4 Assist management with identification of emerging risks and events.

3. External auditors, regulators and others expect internal audit to:

- 3.1 Identify key risks facing the organisation and assess the effectiveness of controls to mitigate those risks
- 3.2 Provide insight into the adequacy of financial controls and
- 3.3 Execute a risk-based audit plan addressing financial risks and relevant IT controls.

Written proposals must include but not limited to the following:

- (a) Experience and qualifications (in relation to public entity)
- (b) Company profile (including original valid Tax Clearance Certificate, BEE certificate, not older than 3 months, and company registration documentation)

- (c) Pricing for all the three years
- (d) It is envisaged that the audit will be done twice a year

Submission requirements:

Proposals should be submitted enclosed in a sealed envelope marked (Proposal for Internal Audit) and deposited into the tender box at the reception of Breede-Gouritz Catchment Management Agency (BGCMA), Head Office in Worcester

OR

Post it to: Attention: Acting Chief Executive Officer, Private Bag X3055, Worcester, 6850

Kindly note in recognition of its endorsement of Broad Based Black Economic Empowerment, Employment Equity and Best Practices, BGCMA in its selection criteria will procure from a firm that meaningfully demonstrates this commitment. All proposals will be evaluated on a point system in accordance with the provision of the Preferential Procurement Policy Framework Act No. 5 of 2000. The duration of the contract is subject to the Auditor-General's approval.

Enquiries should be directed to Ms Zanele Mngoma (Chief Financial Officer) at 023 346 8000.

The closing date for submission will be Monday the 5th March 2018 at 15:00. Late proposals will not be considered.