



• uMngeni Local Municipality

SUPPLY CHAIN MANAGEMENT

UMN 10/2024-25 ADDENDUM- the Appointment of a Co-Sourced Panel of Service Providers to Provide Internal Audit and Finance Services for a Period of Three Years (As And When Required)

ADDENDUM NO. 1

Date Issued: 03 January 2025

This Addendum is to be read as forming part of the Bid Document and must be signed and handed in with the Bid on or before the bid closing date and time.

I/We acknowledge receipt of this Addendum No.1 and have made the required alterations to our bid documents.

BIDDER:

SIGNED ON BEHALF OF BIDDER.....

NAME OF SIGNATORY:.....

DATE:•.....

THE SIGNED ORIGINAL MUST BE HANDED IN WITH YOUR BID

UMN 10/2024-25 ADDENDUM-the Appointment of a Co-Sourced Panel of Service Providers to Provide Internal Audit and Finance Services for a Period of Three Years (As And When Required)

ADDENDUM NO.1

CHANGES TO BE MADE TO THE BID DOCUMENT:

1. Page 28 of 32 (functionality) - The team leader is the **project manager/Audit manager** not the executor
2. Page 28 of 32 (Basis for point allocation)- Finance as a speciality was omitted - The sentences will now read as follows for all maximum points: **similar projects completed in IA /Forensic/ Risk and Finance Management in the public sector**

CRITERIA FOR FUNCTIONALITY	Max. Points	Basis for Points Allocation	Verification Method
COMPANY EXPERIENCE Relevant Experience in a similar Service Provider to have conducted a similar project	40	<ul style="list-style-type: none"> • 8+ similar projects completed in IA/Forensic/ Risk Management/Finance in the public sector. • Bidder to submit order/appointment and letters of reference 	<ul style="list-style-type: none"> • Order/Appointment AND Letter of references with contactable information
	30	<ul style="list-style-type: none"> • 5- 7 projects completed in IA /Forensic and Risk Management/Finance in the public sector. • Bidder to submit order/appointment and letters of reference 	<ul style="list-style-type: none"> • Order/Appointment AND Letter of references with contactable information
	20	<ul style="list-style-type: none"> • 3-4 similar projects completed in IA/Forensic and Risk Management/ Finance in the public sector. • Bidder to submit order/appointment and letters of reference. 	<ul style="list-style-type: none"> • Order/Appointment AND Letter of references with contactable information
	10	<ul style="list-style-type: none"> • 1-2 similar projects completed in IA/Forensic and Risk Management/ Finance in the public sector. • Bidder to submit order/appointment and letters of reference. 	<ul style="list-style-type: none"> • Order/Appointment AND Letter of references with contactable information
KEY PERSONNEL	Max. Points	<ul style="list-style-type: none"> • Years of Experience and Qualifications 	<ul style="list-style-type: none"> • Detailed CV, Qualifications and Certificates
Team Leader (Project Manager/Audit Manager)	30	<ul style="list-style-type: none"> • 8+ years' experience • Honours degree in Internal Audit/Accounting and 	<ul style="list-style-type: none"> • Attach CV • Proof of qualifications

		<ul style="list-style-type: none"> • Certified Internal Auditor/ Chartered Accountant • Membership of the Institute of Internal Auditors or Institute of Riskmanagement South Africa / SAICA 	<ul style="list-style-type: none"> • Provide professional certificate from Institute of Internal Auditors or SAICA • Provide membership certificate
	20	<ul style="list-style-type: none"> • 5 to 7 years' experience • Honours degree in Internal Auditing/Accounting and • Certified Internal Auditor/ Chartered Accountant • Membership of the Institute of Internal Auditors or Institute of Risk management South Africa / SAICA 	<p>NB: (Certification on the documents must not be older than 3 months)</p>
	10	<ul style="list-style-type: none"> • 1 to 4 years' experience • Honours degree in Internal Auditing/Accounting and • Certified Internal Auditor/ Chartered Accountant • Membership of the Institute of Internal Auditors or Institute of Risk management South Africa / SAICA 	
Executor with degree in Internal Auditing/ Accounting	10	<ul style="list-style-type: none"> • 5 + years' experience and degree in Internal Auditing / Accounting • Membership with the Institute of Internal Auditors or Institute of Risk management South Africa / SAICA 	
	7	<ul style="list-style-type: none"> • 3 to 4 years' experience and degree in Internal Auditing / Accounting • Membership with the Institute of Internal Auditors or Institute of Risk management South Africa / SAICA 	<ul style="list-style-type: none"> • Provide membership certificate <p>NB: (Certification on the documents must not be older than 3 months)</p>
	5	<ul style="list-style-type: none"> • 1 to 2 years' experience and degree in Internal Auditing / Accounting • Membership with the Institute of Internal Auditors or Institute of Risk management South Africa / 	

		SAICA	
	0	<ul style="list-style-type: none"> • 0 years' experience and degree in Internal Auditing / Accounting • Membership with the Institute of Internal Auditors or Institute of Risk management South Africa/ SAICA 	
Total Points	80		

3. Page 31 of 32 point (a) under Skills Transfer- Skills Development Plans will only be required for submission **upon quotation requests** from the appointed Panel of service providers not with the bid documents.

Prepared by

Mr. T Mkhuthukane
BSC: Chair

Signature: _____ ,

Date: 03/01/2025

Approved By

Mr. M Hloba
Municipal Manager

Signature.  _____

Date: _!_! , _