



SPECIFICATION LIST: T08-25 IA

PROJECT: Provision of Internal Audit Services

VENUE: Flavius Mareka TVET College

Delivery date: 01 January 2026 to 31 December 2026

Service provider name and/or stamp

Vendor number:

DELIVERABLES	
	The proposed scope of Risk based Internal Audit services should align to the Internal Audit Charter and cover inter alia, the following:
1	Prepare a three-year rolling strategic plan and annual internal audit plan using an appropriate risk-based audit methodology, taking into account concerns from management and the external auditors, current operations, those proposed in its strategic plan and its risk management strategies.
2	An internal audit plan for the first year of the rolling plan.
3	Plans indicating the scope of each audit in the annual internal audit plan
4	A quarterly report to the Audit & Risk Committee (ARC) detailing its performance against the plan, to allow effective monitoring and intervention when necessary. The report should include the adequacy of the College resources for the Internal Audit function.
5	Implement the annual internal audit plan, as approved, including, and as appropriate, any special tasks or projects requested by management and the Audit & Risk Committee (ARC).
6	Assist the Accounting Officer in maintaining efficient and effective controls by evaluating those controls to determine their effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement. The controls subject to evaluation should encompass the following:
6.1	The information systems environment;
6.2	The reliability, integrity, accuracy, completeness and timeliness of financial and management information;
6.3	The application and effectiveness of the College's risk management procedures and assessment methodology;
6.4	The effectiveness of operations;
6.5	Review operations or programmes to ascertain whether or not the results are consistent with established objectives and goals according to the strategic plan; and whether or not the operations are carried out as planned;
6.6	The effectiveness and efficiency with which resources are employed;
6.7	Safeguarding of assets; and
6.8	Compliance with policies, plans, procedures laws and regulations
6.9	Monitor and evaluate governance processes
7	Perform consulting and advisory services related to governance, risk management and control as appropriate for the College.
8	Report significant risk exposures and control issues, including, fraud risks, governance issues and any other matters needed or requested by the Accounting Officer and/or the Audit Committee
9	Evaluate specific operations at the request of the Accounting Officer or the Audit & Risk Committee (ARC), as appropriate.
10	Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations and control processes coinciding with their development, implementation and/or expansion.
11	Perform periodic taking and follow-up of internal audit and external audit findings to ensure satisfactory corrective actions are completed.

12	Take note: Contract period is 1 year from date of appointment, with the possibility to extend for an additional two years based on supplier performance
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13	Persons who will be involved in the project and rate applicable
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Person and Position	Hourly Rate	Daily rate
	R	R
	R	R
	R	R
	R	R

14	Phases according to which the project will be completed, cost per phase and man-days to be spent
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	R	Days
	R	Days
	R	Days
	R	Days
	R	Days
Total	R	Days

15	Travel expenses (specify, for example rate/km and total km, class of air travel, etc.) Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices
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Description of expense to be incurred	Rate	Qty	Amount
			R
			R
			R
			R
Total			R

16	Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.) On basis of these particulars, certified invoices will be checked for correctness. Proof of expenses must accompany invoices.			
	Description of expense to be incurred	Rate	Qty	Amount
				R
				R
				R
				R
				R
				R
				R
	Total			R

17	EXCLUSIONS

18	ASSUMPTIONS:
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19	Bidders are required to indicate a ceiling price based on the total estimated time for completions of all phases and including all expenses inclusive of all applicable taxes	
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