



**MINUTES: VIRTUAL NON- COMPULSORY BRIEFING SESSION FOR APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF INTERNAL AUDIT SERVICES FOR A PERIOD OF 36 MONTHS- PSiRA/2023/RFB/09
HELD ON 02 FEBRUARY 2024 @ 10:00 VIA MICROSOFT TEAMS**

No	Items	Discussions
1.	Opening & welcoming	<p>Ms. Tsakani Maluleke opened the meeting and welcomed all bidders. She introduced PSiRA team in attendance.</p> <p>It was mentioned to bidders to note that the briefing session was non-compulsory; therefore, bidders do not have to write the name of the company they are representing on the chat box. It was further mentioned to bidders that given that the briefing session was non-compulsory, service providers who had not attended the briefing would still be evaluated based on the criteria that has specified on the published Terms of Reference.</p>
2.	Attendance	<ul style="list-style-type: none"> ▪ Ms. Nonkululeko Sibiya – Senior Manager: Finance (Presenter) ▪ Ms. Tsakani Maluleke - SCM Officer: Bid Administration ▪ Ms. Nkhuliseni Masikhwa – SCM Assistant: Bid Administration ▪ Mr. Kenny Makoena – SCM Intern
3.	Presentation	<p>Ms. Nonkululeko Sibiya presented the following, in line with the Terms of Reference published:</p> <ul style="list-style-type: none"> ▪ Background. ▪ Purpose. ▪ Organisational Status of Internal Audit. ▪ Scope of Work of Internal Audit. ▪ Roles of Internal Audit Services. ▪ All Inclusive Internal Audit Service. ▪ Description and Extent of Work. <ul style="list-style-type: none"> ○ Performance of audit assignments. ○ Assessments.

		<ul style="list-style-type: none"> ○ Timing of assignments. ○ Quality assurance reviews of the work. ○ Independence and objectivity of Audit Staff in carrying out the work. ○ Declaration of Interest. ○ Monitoring progress of assignments. ○ Report of audit results. ○ Fraud and irregularities. ○ Authorized delegate(s). ▪ Evaluation Criteria <ul style="list-style-type: none"> ○ Criterion 1- Compulsory/mandatory requirements as listed on page 4-5 of the terms of reference. ○ Criterion 2: Technical Evaluation. <p>Ms. Tsakani Maluleke presented the following:</p> <ul style="list-style-type: none"> ▪ Criterion 3 – Preference Points System. ▪ Instruction to Bidders. ▪ Reporting of Incidents. ▪ Contact Details.
4.	Discussion and Questions	<p>Below were questions raised by bidders with the answers provided.</p> <p>Q1. With regards to the three-year detailed plan, is there some form of budgeting hours from prior internal audit work that the Authority would like the bidders to quote on?</p> <p>Ans: No, the hours will be guided based on the Authority’s areas of review by the bidder. There are specific areas that need to be audited in a public entity e.g. financial control review, performance information etc. It will also depend on the audit team that bidders would have proposed with regards to rates which would also affects the price (<i>specification of the team to be proposed by bidders was provided under</i></p>

	<p><i>technical/functionality criteria</i>). Bidders would need to do some investigation of PSiRA or use any other public entity as the areas that would be audited are normally the same over a three-year period.</p> <p>Q2. With regards to page 3 of the Terms of reference, (g): Assist with the development of corporate documentation, what sort of corporate documentation does the Authority require?</p> <p>Ans: It is more on the review of documentation that would have been prepared by the Authority, the Authority would sometimes request assistance from the internal audit team with the review of compliance of the Authority’s documentation or finalising documentation however it is more on an internal audit basis review not necessarily preparing documentation for the Authority from scratch.</p> <p>Q3. Will the Authority consider having a baseline with regards to hours for all bidders?</p> <p>Ans: No, prices will vary for each bidder based on investigation done by each bidder in preparation of submitting a quote, bidders must refer to the terms of reference for guidance.</p> <p>NB: It was mentioned to bidders that under mandatory requirements on point (g) Valid certificate of registration from The Institute of Internal Auditors should have been “Valid certificate of registration from The Institute of Internal Auditors for one of the Directors within the Audit firm/Company”.</p> <p>Bidders to note that a communique regarding the correct request will be published on PSiRA website as well as National Treasury Etender Portal.</p>
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OTHER DISCUSSIONS:

It was emphasised to bidders that:

- They must comply with the mandatory documents and requirements as listed on the terms of reference (refer documentation where guidance was provided on how to compile a compliant bid proposal as well as completion of forms).
- Points claimed for specific goals must be supported by documentation, i.e., Full CSD Report, B-BBEE Certificate or An Affidavit.
- Bid documentation are published at National Treasury Etenders portal as well at PSiRA Website.
- Service providers were advised to read the bid documentation thoroughly and understand the content of the document to meet the mandatory requirements specified on the terms of reference and avoid being disqualified.
- Bidders should make sure that they initial every page and sign last page of the GCC (General Conditions of Contract and TOR (Terms of Reference)).
- All SBD forms must be completed in full and signed by the bidder.
- Bidders must give clear instructions to courier companies who delivers the proposals on their behalf; they must ensure that the courier company register the bid submitted in the register availed on the tender box.
- Service providers must ensure that they mark their proposals and USB and put them in one envelope, and the USB must contain the same information per proposal for which the Authority does not do cross reference.
- Bidders must hold their bid validity for a period of 120 days.
- Cut-off date and time for queries to be sent no later than 14 February 2024 to avoid omission of information that might lead the bid not to be submitted on time.
- It was emphasised to the bidders that the proposals must be submitted before or by the specified closing date and time **(20 February 2024, PSiRA Head Office @11:00)**.
- Bidders must use the designated email address for all enquiries, bids@psira.co.za.



		<ul style="list-style-type: none">▪ E-mail submissions will not be accepted.
5.	Closure	The Chairperson adjourned the meeting at 10:50