



*in the footsteps* ...

**NELSON MANDELA MUSEUM**

Bhunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5099, South Africa

Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345

Email: [info@nelsonmandelamuseum.org.za](mailto:info@nelsonmandelamuseum.org.za) | [www.mandelamuseum.org.za](http://www.mandelamuseum.org.za)



## TENDER

The Nelson Mandela Museum (NMM) invites bids from accredited service providers that offer Internal Audit Services. NMM seeks the services of a qualified and experienced company to render internal audit services for a period of **three years (thirty six months)**. The bidding company must be in a position to offer the following services;

- ❖ Conduct annual risk assessment for Nelson Mandela Museum
- ❖ Develop a three-year rolling audit plan and an annual audit plan for each financial year based on risk assessment findings
- ❖ Presentation of the audit plans to NMM Audit Committee for approval
- ❖ Implementation of the audit plans over the contract period
- ❖ Report to NMM management during and after each audit engagement/ review, and report quarterly to the Audit Committee on the internal audit activities
- ❖ Liaise with the External Auditor as and when required
- ❖ Review the Fraud and Risk Management Plans/ Strategies for NMM
- ❖ Conduct ad hoc management request in areas identified and agreed upon by the Executive Management and Audit Committee
- ❖ Conduct annual reviews of the technical and disclosure requirements as required by applicable accounting prescripts
- ❖ Comply with all requirements pertaining to internal audit services as reflected in the PFMA, the King Report on Corporate Governance and Treasury Regulations.

This tender will be evaluated on an **80/20 preference points system** as prescribed in the Preferential Procurement Regulations, 2017.

Functionality will be evaluated independently using the following criteria;

**Value: 1=Poor; 2=Average; 3=Good; 4=Very good; 5=Excellent**

Criteria	Weight	Value	Actual Score
Level of Experience in projects of a similar nature (attach reference letters)	30	5 – More than 10 years experiences	

		3- Between 5 and 10 years 1- Less than 5 years	
<b>Qualifications and Experience</b> (Team members certificates)	30	5 – More than five years experiences 4- Five years 3- Four years 2- Three years 1- Less than three years	
<b>Project plan and methodology</b>  A detailed proposed project plan in executing these projects and methodology. All 4 points must be suitably covered to score 20 points.	20		
<b>Professional bodies</b> (IRBA, IIA SAICA, ACCA etc)	10		
Local Supplier (Proof of residence)	10	5- OR Tambo region 3- Other regions within EC 2- Other regions outside EC Province 1- Outside SA	
<b>Total</b>	<b>100</b>		<b>(So)</b>


The NMM and its Council reserve the right to amend, modify or withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

*Closing date for the submission of priced proposals is Friday, 13<sup>th</sup> July 2018 at 12H00. Tender documents to be sold for a non-refundable fee of R300 to be deposited into;*

ABSA Account Number: 405 200 2226  
Branch code: 632 005  
Reference: NMM 2018-06

Enquiries may be directed to the following persons:

<b>FOR BID ADMINISTRATION &amp; SERVICE PROVIDER SPECIFICATIONS</b>
Mr. T. MKHOHLIWE
Tel: 047 501 9504
Email: <a href="mailto:thembile@nelsonmandelamuseum.org.za">thembile@nelsonmandelamuseum.org.za</a>
<b>SUPPLY CHAIN MANAGER</b>
<b>Technical Enquiries:</b>
Mr M. MSONGELWA
Tel: 047 501 9507
Email: <a href="mailto:mandisi@nelsonmandelamuseum.org.za">mandisi@nelsonmandelamuseum.org.za</a>
<b>CHIEF FINANCIAL OFFICER</b>

P.P.  22/06/2018.  
Mr B. Tyhulu  
Chief Executive Officer