

## QUESTIONS AND ANSWERS RECEIVED DURING THE BRIEFING SESSION AND VIA EMAIL

### RECEIVED DURING BRIEFING SESSIONS

1. Are the estimated hours an example or we should use them for pricing?- We used the current hours of the outgoing auditors and the estimated hours should be used for pricing so that the received bids can be comparable during evaluations
2. Should the hourly rate include disbursements and VAT- Provide a list of all hourly rates of the resources as per the list on the TOR and below provide a list of your disbursements including VAT
3. Should we add a separate line for Trainee auditor level and rate because there are separate levels for Trainee Auditors and levels- Use the average rate for the trainees
4. Qualifications of the audit team. Do we need an Initial Test Competence (ITC) letter or will the CA designation suffice- ITC is used as a minimum, CA designation is still fine. If the assignee is a qualified CA then it is assumed that the person already has ITC.
5. Detailed CV for each Human Resources, should we include CV for every level or just the list resources- Bidders can provide CVs for more than one manager, but for purposes of evaluations, we need at least one (1) CV for the listed resources
6. Contactable reference, the reference letter might have been received in 2013 and there might have been changes in management, how will the letter be treated- The reference letter will be verified with the client, if the person has left or there have been management changes, it might be at the bidder's disadvantage. It is very important for the bidder to make contact with their referees to confirm if there have been any changes and also make them aware that we will be contacting them for reference checks hence it is very important to provide updated, valid contact details of the referees
7. Audit reports, will the reports be acceptable if they are from one client- Yes audit reports from the same client will be acceptable.
8. Registration of the firm with SAICA, should the listing of CA members with SAICA be recent or will a listing from last year be acceptable. A recent firm confirmation letter will be acceptable not older than 3 months.

9. Signature and initials on every page- Yes **every single page needs to be initialled and signed**
10. On section 3, you indicated the experience required for the Senior Manager and Partner, but on section 4, you no longer request the qualifications of the Senior Manager- Yes. The TOR is correct and is not an oversight. Please submit the supporting documents as per the section requirements.
11. Public sector audit reports, if you were an employee of AGSA signing off reports, will those reports count or they only relate to outside firms contracted by AGSA- **We need experience of the firm, not individuals.**

#### **RECEIVED VIA EMAIL**

1. One of the requirements as per the tender document is for the firm to have a SAICA registration. As a firm that uses the contractor model, we do not currently employ trainees, therefore we do not have a firm SAICA registration. We do however have the IRBA registration for the firm. Would this disqualify us? –**YES you will be disqualified as it is a mandatory requirement.**