



Frequently Asked Questions

Integrated Contract Work Consolidation Regularity Audit,
Information systems Audit, Investigations Audit and Pre-
issuance review Tender for the period 2020-25 on behalf of
Auditor General of South Africa

03 June 2019



Purpose of this document

The purpose of this document is to share the **Frequently Asked Questions** by prospective bidders for the AGSA CWC tender: Integrated contract work contracting for regularity, information systems and investigations audits & pre- issuance review for the period 2020-25 on behalf of the AGSA.

(Bid number: AGSA/2020/CWC/RA/ISA/PIR/IA)

The AGSA has prepared a list of frequently asked questions to ensure that prospective bidders are comfortable in the event that they bid on the following databases:

1. Regulatory Audit;
2. Information Systems Audit;
3. Investigations Audit; and
4. Pre-Issuance review.

For all other enquiries, kindly send an email to the specific database the query relates to namely –

1. Regulatory audit: **RA.Tender@agsa.co.za**;
2. Information systems audit: **ISA.Tender@agsa.co.za**;
3. Investigations audit: **IBU.Tender@AGSA.co.za**; and
4. Pre-Issuance review: **PIR.Tender@AGSA.co.za**.



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1. General Questions

No	Questions	Answers
1.	Where would I find the documentation to apply for the AGSA CWC tender?	On the AGSA's website, under tenders/current tenders.
2.	Is the briefing session compulsory?	No, the briefing session is not compulsory and will be held in Johannesburg. Additional information sessions will be held in Durban, East London and Cape Town.
3.	Do I get disqualified if I do not attend the briefing session?	No, the briefing session is not compulsory, however, if you wish to attend the briefing session, details of the sessions are on the "CWC Tender submission completion guide" document.
4.	Audit firms do not declare a conflict of interest on work done through consortiums.	Firms should declare conflict of interest on all projects they have worked on including consortiums.
5.	Do we have to complete it for all databases?	It should be completed for each database the applicant wishes to apply for.
6.	What happens if all staff are on audits including partners and managers on unexpected visits?	The AGSA team will engage other non- audit staff.
7.	If the firm undergoes changes during the tender cycle, will the firm be disqualified?	Firms are advised to communicate any change with the AGSA immediately.
8.	Due diligence process and how it will work.	It is a process the AGSA will embark as part of the tender evaluation to "Know your customer" through various compliance tests which includes social media checks, Politically exposed persons, etc.
9.	Evaluation Criteria. What happens if we don't fully comply.	All applicants are required to meet all tender requirements sitting in the RTT.
10.	We are new on the database but on a different database, do we need to supply information as this is a new database	All applications to a database must be complete as it will be evaluated separately.



2. Regulatory Audit

BBBEE Certificate		
No	Questions	Answers
1.	If your BBBEE certificate expires (E.g. end of Sept). May we submit it now and get a new one later or must we try get a new certificate prior submission.	The BBBEE certificate must be valid at date of tender closure therefore if currently valid, submit the one you currently have. We will consider it for evaluation.
2.	Can we submit a generic BBBEE?	Yes, a generic BBBEE certificate will be accepted.

SAICA Certificate		
No	Questions	Answers
1.	RTT says that a company must at least have a rating of 2, so if you have a rating of 3 or 4 does that disqualify you.	The RTT requires a firm to have a rating of 1 or 2. An assessment of the SAICA report will be performed and as a firm, you may submit the application.
2.	If my SAICA certificate is expiring mid-July and office is due for evaluation. Do we still apply, although on day of submission certificate will still valid?	You may apply as the certification will still be valid at tender closure date.
3.	Is the firm required to be registered or accredited with SAICA to qualify as a training office?	Yes, private firms must be registered as a training office in accordance with SAICA's training regulations.
4.	What if the firm is in the process of obtaining confirmation with SAICA regarding their training office accreditation when the tender closes?	The firm needs to be accredited with SAICA as a training office and trainees should reflect as active in the SAICA system by the tender closing date. If a firm is not accredited or have 4 active trainees by the tender closure date it will be disqualified.
5.	SAICA visit for new accredited firms. Is this Pre or Post accreditation	This is post accreditation



6.	How will you deal with conditional approvals for accreditation? If SAICA says that they will approve pending certain condition happening at your firm (Therefore firm has no accreditation)	The private audit firm must be registered as a training office in accordance with SAICA's training regulations at tender closure date.
7.	Accreditation, is it SAICA only or are other professional bodies considered for trainees?	We only accept trainees registered under the following professional bodies: SAICA, RGA and ACCA.
8.	If there is one office in one particular province and one office in another. May both offices use the same SAICA rating?	No, only the office that received the SAICA rating must comply with this requirement.
9.	Trainees must be registered with SAICA. Does AGSA consider CIMA articles?	No, only trainees registered under the following professional bodies are accepted: SAICA, RGA and ACCA.
10.	SAICA has done the pre-visit and not the post-visit	Only the post accreditation visit report is required for tender evaluation purposes.
11.	SAICA registration number and SAICA office number, does this mean the same thing?	SAICA registration number and SAICA office number mean the same thing in this application.
IRBA		
No	Questions	Answers
1.	Does the firm need to be registered with IRBA?	The private audit firm must be registered with IRBA in accordance with section 38 of the Auditing Profession Act.
2.	The review may be at a National level, will it impact the other provinces?	No, the assessment will be based on where the work was performed and isolated from the other province's reviews.
3.	Does the review include the Portfolio of evidence on Managers or limited to firm reviews?	The submission will be limited to firm IRBA reviews.



4.	Is the IRBA review at firm or partner level?	The review is at firm level
5.	Are the IRBA results per province?	Yes, the results must be for each separate office applying.
6.	What happens if the firm is still being reviewed by IRBA?	Declare the information upfront when submitting the application.
7.	IRBA file process. People would be reviewed at different times therefore do we just submit all as is?	A private audit firm that was reviewed by IRBA in the previous three (3) years must comply with this requirement.

QC Scores		
No	Questions	Answers
1.	The previous director has moved firms. May the firm he/she moved to use the QC scores from the previous firm for the purposes of the tender?	The QC score does not follow the individual as work was performed as part of the audit firm and not in a personal capacity. However, for pre-issuance purposes, QC scores are attached to the individual.
2.	What is the effect of a failure by a firm on IRBA or AGSA QC scores on the entire firm?	Each region or province bids separately and therefore failure will be limited to that office and not the entire national office.
3.	Does a firm need to submit the actual AGSA QC assessment reports?	The QC assessment scores report does not need to be submitted, the evaluation team will source all the



		<p>information internally and will be scores approved by both the AGSA engagement manager and the firm.</p> <p>However – the firm must submit the most recent IRBA/SAICA review reports.</p>
4.	Firms currently on the database with no IRBA visit, will the firm be given QC scores?	Yes, the requirement will be waived for firms that have not been visited by IRBA in the previous 3 years.
5.	For existing firms with QC scores, may new branches ride on other branches?	A QC score is limited to the firm’s office that received it.
6.	Where a firm gets below 85% (E.g. Eastern Cape). Does it mean the firm will be disqualified in the other provinces too?	A QC score is limited to the firm’s office that received it.

RFI Document		
No	Questions	Answers
1.	In the “Non-audit services” tab, what is the reason for displaying amount from a non-particular client. May we supply the name of client, service and period of service.	This is for quantifying the amount of work performed.
2.	Definition of trainee “subject to minimum of 3 years, nearly done so is it an issue If a trainee is towards the end and left with year so, will they be considered?	The trainee will be considered as long as they are an active trainee according to SAICA.
3.	Self-Certification document, is there a word version.	We advise that you print, complete and sign the document.



Application		
No	Questions	Answers
1.	Section in RTT that states " if an audit firm wishes to apply for RA and has a footprint in multiple provinces, you may submit one application which clearly indicates the provinces. Is it per province or one application?	If a firm wish to apply for more than 1 province, each province must have its separate application. The submission made (which may be 1 pack) in the tender box must have all these separate submissions inside which will be validated when submission is made by the AGSA.
2.	If you submit one tender. Must you supply duplicate per database but for different database.	If a firm is making multiple applications, one set of generic information must be submitted and PLEASE clearly mark and state this information in your application. If information is not submitted at all and is required in all databases, this may lead to disqualification for all databases affected.
3.	How do you apply in the case that you have one owner with different branches in separate provinces?	Applications must be made for each separate province regardless of ownership.
4.	Do we need to include both local and national partner agreement?	Partners in the province the firm is applying for must be stated.
5.	Do we need to duplicate applications at national and provincial?	Applications must be made for each separate province.
6.	National vs province workbook. One RFI for province and national. Should we state the CIPC and IRBA numbers for national and province?	Applications must be made for each separate province but if a firm has information at national level, the national information must be included and this must be clearly stated in the application.
8.	Submission docs and memory sticks?	1 hard copy document and 2 memory sticks with the same information.



9.	How do independent firms within the same province apply?	The firms must apply separately.

Resources/Experience		
No	Questions	Answers
1.	Table of Perm. States that ID numbers for each and every staff member. Is it a requirement to submit these details or may we instead, include the number of professional body they belong to?	Yes, its required, we require information for the due diligence process.
2.	CV of partners, is it all partners firm wide or specific partners?	These are partners who will be involved in the AGSA audit work.
3.	Do all partners need to be registered with IRBA (E.g. 3/4)	Partners who will be involved in the AGSA audit work.
4.	Do professionals need to be RSA citizens?	All professionals are welcome during the application process however further requirements need to be met for non SA citizens when the firm is in the AGSA database which will be communicated at the on boarding sessions of successful firms.
5.	Will AGSA assist with vetting of employees?	It is the responsibility of the firm to vet their staff. The AGSA may assist in providing guidance.
6.	May a firm use resources from other provinces.	No, firms are required to use resources in their particular province.
	Are we required to submit certified documents of the new partners?	Yes



	Resources submitted, can they be divided into PFMA/MFMA etc.?	Only supply resources that will be able to carry out the AGSA audit work.
	<p>Availability of staff. Firms should not depend on AGSA.</p> <p>This is vague as we have internal planning and it is tough as we do not have an anticipated date.</p>	The AGSA requires a significant number of resources during the PFMA cycle on an annual basis therefore; firm's resources should be available to dedicate 50% of their annual time to AGSA audit work to assist during this busy period.

Firm Classification		
No	Questions	Answers
1.	What happens if the big firms have less than 5 partners in the province, does it mean they will remain large because of national classification.	Classification of firms will be performed at both national and provincial level for work allocation.
2.	Is classification based year per year?	Classification of firms will be performed on an annual basis.

Trainee(s) / Training Office(s)		
No	Questions	Answers
1.	Is the firm required to have trainee auditors and if so what is the minimum number?	A private audit firm should have a minimum of four (4) trainee auditors registered for a training contract with ACCA/SAICA/SAIGA.



		<p>In addition, the private firm must have at least one audit supervisor/assistant manager/manager who has completed the relevant training contract.</p> <p>The trainees should reflect as active in the SAICA system by the tender closing date.</p>
2	<p>If I have different training offices within one province (JHB & PTA). If I have 2 trainees at one firm and vice versa, is that considered as a single firm?</p>	<p>Each office is regarded as a separate office and must meet the RTT requirements.</p>
3.	<p>Our CSI programs sits outside the SAICA registration. Is there a way we can disclose this differently.</p>	<p>We advise that you supply all details which will be evaluated. Further engagements will be made with firms that will be successful during the tender evaluation process regarding their ESD/CSI programs.</p>
4.	<p>No of active trainees. Trainees on SAICA, do you look at them on submission date or date of evaluation?</p>	<p>Trainees must be active on tender closure date.</p>

Tax Clearance		
No	Questions	Answers
1.	<p>Will a certificate of good standing suffice?</p>	<p>Please provide both documents(Good standing and certificate).</p>

Allocation		
No	Questions	Answers
1.	<p>If we do NOT have offices in a particular region, may we apply using our neighbouring office. Do we submit one application and indicate interest or is it a separate application?</p>	<p>Firms must have offices in the particular region (MP, WC) that they are applying for. The AGSA reserves the right to implement the neighbouring province clause which will be an internal AGSA process.</p>



2.	<p>If you qualify for 2 criteria at this stage and we later qualify for more.</p> <p>Can you apply for more at a later stage or are you restricted to the initial criteria?</p>	The AGSA may open a window period which the firm may in future apply in.
3.	2 offices within one province?	Applications must be made for both offices but will be combined for classification purposes only.

ESD Program		
No	Questions	Answers
1.	ESD allocation. Will consideration be made for firms who did NOT achieve certain points of scoring or requirements within the evaluation process.	The ESD programme is a separate process from the CWC tender. Qualifying firms that do not make it during the tender evaluation may be assessed for the ESD program. The AGSA reserves the right to decide if there is space to appoint new beneficiaries in the program who will be contacted for further evaluation.

Cooling-off/Rotation		
No	Questions	Answers
1.	<p>Cooling off and rotation.</p> <p>Does that mean the resident partner need to rotate?</p>	Rotation impacts the partner that has work on one particular audit for a period of 5 consecutive years.



3. Pre-issuance Review

IRBA		
No	Questions	Answers
1.	If a company has IRBA certificate from 2010, will that suffice or do we need something recent?	The IRBA number should be sufficient. An independent confirmation will be made with the professional body.
2.	Can we submit our IRBA numbers or do we need to submit all the partner certificates?	All partner's IRBA numbers must be provided. An independent confirmation will be made with the professional body.
3.	Why are IRBA results not per individual, why are partners details required?	This is part of the evaluation process to be performed.

SAICA		
No	Questions	Answers
1.	ACCA's are not part of RA. Would it be acceptable if supplied details?	Yes, supply full details. We will do an independent confirmation with the professional body.

QC Score		
No	Questions	Answers
1.	PIR score, does it affect the firm or individuals. Adverse score from one PIR partner, does it affect the firm or partner.	It will only impact the partner who performed the audit review and not the firm.



Trainee(s) / Training office(s)		
No	Questions	Answers
1.	If a firms is not on the current database, can we request training.	AGSA only supplies training for reviewers in their database.
2.	I am an existing PIR and I am requesting for the attendance register for training offered by the AGSA which I attended to submit as part of my tender application.	The AGSA will source attendance registers internally, there is no need to submit it for all reviewers who are currently in the AGSA database which is coming to an end on 31 March 2020.
3.	Latest training for 12 months, is it only relevant within the public sector.	Training may include all other professional training mostly required for CPD purposes.

Firms Classification		
No	Questions	Answers
1.	Does an individual need valid affidavit or is it at firm level? What am I declaring as an individual?	Individuals are required to supply an affidavit and must indicate their personal information when completing it. However, if the application is through a firm, the firm's affidavit must be submitted. An affidavit has been loaded on AGSA website where other CWC tender documents are situated or can be found on the DTI website.



Resources/Experience		
No	Questions	Answers
1.	CA under supervision of RA?	This is a CA that works with an RA and that RA performs a supervisory role to them.
2.	How to get onto database if you don't have public sector experience?	You will need to have experience in public sector. You may still apply but state all the experience you have. Other experience such as aviation, banking, etc. will be recognised.
3.	Do you have a template for the CV of may we just submit CV?	Please submit a comprehensive CV, we do not have a template.
4.	Experience, does this mean 5 years post RA or CA qualification.	This is post qualification experience of either of the approved qualification in the RTT.
5.	Are the existing reviewers expected to submit copy of ID?	No, only new applicants.
6.	Must we supply CV's and details of firms/partners	Yes, CVs of all applicants are required.



RFI – Document		
No	Questions	Answers
2.	Can the forms from the DTI be attached to RFI?	This has been loaded on the AGSA website where the tender documents are situated.
3.	PIR Application at National level. Do all partners have to sign or one mandated person can sign on behalf of everyone?	Yes, one authorised person can sign on behalf of everyone.
4.	Details of partners and staff?	Please submit all the required details of the applicant.

Allocation		
No	Questions	Answers
1.	If you apply as a firm, is it province or national.	Application must be made at national level but applicants must indicate which provinces they are based in and those they are willing to work in.
2.	Small firm like Gauteng can only get firms in Gauteng or is it national.	Application must be made at national level but applicants must indicate which provinces they are based in and those they are willing to work in.



Application		
No	Questions	Answers
1.	Compliance administration document, can you apply as a company or as an individual	You can either apply as an individual or under a firm.
2.	Do I only submit the tender through a firm?	You can either apply as an individual or under a firm.

4. Information Systems Audit

SAICA		
No	Questions	Answers
1.	Membership, at individual level. How do you check at firm level with SAICA accreditation.	Membership confirmation will be made for the individual in the firm/company.

QC Scores		
No	Questions	Answers
1.	Quality scores for firms not in the database.	New firms that have not performed any AGSA work and do not have a QC score will receive a default score.
2.	Could you please clarify whether I need to submit the actual assessment reports or could I just prepare a summary for the tender?	The QC assessment score report does not need to be submitted, the AGSA will source the information internally which has been signed by both parties.



Trainee(s) / Training Office(s)		
No	Questions	Answers
1.	Does it have to be a CISA accreditation or can it be other.	It should be people within that environment studying towards that qualification.
2.	Our firm has no learner-ship programme?	Please list all staff in the firm/company that will be performing AGSA ISA work. The intention is to empower people and encourage firms/companies to have such programs.

Application		
No	Questions	Answers
1.	Is it one application nationally but do we indicate provincial footprint?	Yes.

RFI – Document		
No	Questions	Answers
1.	Company profile.	Yes, please provide it.



Resources/Experience		
No	Questions	Answers
1.	If a company were to create an IT division, would that be disqualified?	The firm must have an IT division at tender closure date.
2.	Would you look at the individual or firm to take complete responsibility.	The AGSA contracts the firm to perform audit work.
3.	Do we limit to AGSA work or also include private work experience?	Include both AGSA & private work experience.
4.	Will I be considered if you have less than 1 year experience although you have all the qualifications?	The applicant must meet all requirements in the RTT.
5.	In terms of CV's are we required to highlight specifics as per job function	Yes.

Allocation		
No	Questions	Answers
1.	How is the work balanced between the national and provinces.	The ISA database is more complicated to manage as it largely depends on the technical skill the firm is able to perform, so it results in some firms not being able to carry out some work outside their province due to their lack of skills.



5. Investigations Audit- Qualifying Criteria

Training		
No	Questions	Answers
1.	Sustainable offices provincially. Although the RTT 3.6 states National	In terms of investigation, we have one office at national, so please indicate the firm's footprint as well as there may be a need for work to be performed in various provinces.

Application		
No	Questions	Answers
1.	CA's that are affiliated to the CFE, but also do external audits. Would they be excluded from tender database?	No, clearly state all qualifications and experience.
2.	Do you require, each submission for each of the 4 tenders	Yes.
3.	I see the requirements indicate that there are two different databases; do I need to apply for both of them?	You can apply for either or both the databases. The firm will be evaluated on the database/s they have applied for.
4.	Will I receive an upfront allocation of work in these databases?	No, the successful applicant will not receive an annual upfront allocation of work but will be requested for resources if a need arise for investigations resources.



RFI – Document		
No	Questions	Answers
1.	RFQ, did it go to the existing panel.	The advert has been publicly advertised to everyone.
2.	Senior manager, what is meant by that?	This is a person that sign off the audit reports.
3.	Rates, is there another circular or just the same one (2019)?	There will be a circular circulated annually.

Allocation		
No	Questions	Answers
1.	What happens if you do not have resources, can you submit new resources yearly.	You may update your resources annually.



Resources/Experience		
No	Questions	Answers
1.	Requirement for CISA and forensic investigation team. Team members might not be CA's but have CFE/etc. capability. So must we include all member's capabilities or just CA.	Yes.
2.	Staff must meet minimum exp. requirement of 5 years. CA(SA)'s may have experience as law firm are likely to not?	Firms must comply with the RTT requirements.
3.	Audit and legal firms although there are a number of forensics firms but we don't have full time lawyers. We work per audit cycle and not keep them on permanent basis?	You are welcome to make an application for the database.
4.	Dedicated unit department with 5 investigations specialists. Do all have to have CA(SA) forensic investigations?	No, they can have any of the qualifications listed in the RTT.
5.	No subcontractors, so if we have a permanent contractor who is not a full time employee?	85% of their salary should be from your company, otherwise it will be considered sub-contracting.
6.	Do we take attorneys even if they are not in the law firm?	No, the staff in the firm should have the experience.
7.	What happens when a firm/company has skills that are physically not present in the firm but are part of the firm?	List all the staff you have and their experience and skills in your tender submission.
8.	No mergers allowed, resources must be part of the firm. Why ?	The AGSA requires staff that are part of the firm.



Allocation		
No	Questions	Answers
1.	Work allocation, per firms or contracting employers	No upfront allocation of work will be made to firms but will be based on the requirements the AGSA has where firms in the database will be engaged.

ESD		
No	Questions	Answers
1.	ESD initiatives for those not making the cut in IA.	ESD initiative is currently in the RA environment, however, the AGSA may consider other audit environments in the future.