

## INVITATION FOR PROPOSALS: EXTERNAL AUDIT SERVICES

### Overview of SAIGA

Southern African Institute of Government Auditors (SAIGA) is a NPO focussing on Auditing and Accounting in the public sector. Since its inception on 27 July 1988, the role and functions of SAIGA has been to serve the public sector by advancing public accountability and auditing in its widest sense.

SAIGA represents a unique brand of professionals, the Registered Government Auditor (RGA), in the public sector and in academia. SAIGA supports the RGA professionals through Continuous Professional Development programmes in accounting and auditing as well as numerous other programmes aimed at developing and advancing competent public sector auditing and accounting professionals.

SAIGA operates within the ambit of its Constitution and By-laws. SAIGA is governed by a duly elected Council consisting of ten members and its operations are overseen by its Executive Committee (EXCO).

SAIGA has an active membership of approximately 703 members.

### Objective and Scope of the Audit

The objective of the audit is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position of the Institute in accordance with the International Financial Reporting Standards for Small, Medium and Micro Enterprises (IFRS for SMMEs).

#### Physical Address

Cambridge Office Park, Building 10, Ground Floor,  
5 Bauhinia Street, Techno Park Centurion, 0157

#### Postal Address

PO Box 36303, Menlo Park,  
0102, South Africa



[www.saiga.co.za](http://www.saiga.co.za)

The audit shall be carried out in accordance with the International Standards on Auditing (ISAs) as issued by the International Federation of Accountants (IFAC).

The auditor must submit a management letter to the CEO and EXCO:

- Identifying specific deficiencies or areas of weakness in systems and controls, and make recommendations for their improvement;
- Reporting the identified amount in case where there are any missing supporting documents;
- Addressing the appropriateness of supporting documents, records and books of accounts relating to all operating activities;
- Highlighting matters that come to the auditor's attention during the audit that might have a significant impact to the implementation of the activities;
- Any matters that come to the auditor's attention during the audit that might have a significant impact to the implementation of the activities;
- Containing management responses to audit findings and recommendations.

The audit report shall be submitted to Council:

- Contain details of the method and scope of audit and assurance that the audit was performed in accordance with International Standards of Auditing and by a qualified auditor.
- Be signed by the audit partner responsible for the audit.
- Be in English.
- Be issued in 1 original hard copy format and 1 soft copy format.

### **Responsibility for the preparation of Financial Statements**

1. The responsibility for preparation of the annual financial statements lies with the CEO and EXCO of SAIGA.
1. Management will ensure preparation of the annual financial statements in accordance with IFRS for SMEs.
2. Management is responsible for implementation of accounting, administrative and financial procedures documented in the SAIGA manuals.
3. SAIGA's financial year runs from 1 January to 31 December of the same year.
4. Rotation of auditors will be done at least every 3 years at the discretion of the SAIGA Council.

5. SAIGA reserves the right to terminate the engagement should it be deemed necessary.

### **Selection Criteria**

SAIGA will do the adjudication after the proposal submission deadline. The selection criteria will include the following:

1. **Eligibility** - authorisation by the IRBA to conduct audits.
2. **Experience** of your firm in relation to audits for non-profit organisations.
3. **References** - a list of at least three similar non-profit organisations served by your firm.
4. **Capacity and availability** to complete the audit on a timely basis.
  - Participation of senior audit personnel assigned to the engagement.
  - Depth of Technical Resources (CV of the assigned team leader).
  - Availability of staff to respond to questions within the scope of the engagement, and the hourly charge, if any, for services outside the scope of the audit.
5. **Audit firm staff stability history** - what assurances can you provide regarding the assignment of permanent personnel to the engagement.
6. **Proposed fee** for the engagement including a schedule for additional services that may be necessary beyond the scope of the audit engagement. The proposal should indicate anticipated fees for the second and third years.
7. **Detailed audit plan/methodology** including your approach to risk and fraud detection.
8. **Estimated number of hours** to complete the audit by classification of your employees, i.e. partner, senior, junior/s.
9. **Detail of expenses** expected to be incurred, i.e. mileage, per diem, telephone, etc.
10. **Time** Requirements.

SAIGA reserves the right to reject any and all proposals submitted. Proposals must be emailed to [support@saiga.co.za](mailto:support@saiga.co.za) by 16 October 2023.