



SPECIFICATION LIST: T11/25 CIEG

PROJECT: Services of a Chartered Accountant to perform agreed upon procedures on CIEG expenditure
VENUE: Flavius Mareka TVET College

Delivery date: 01 February 2026 to 30 November 2026

Service provider name and/or stamp

Vendor number:

DELIVERABLES	
1	Flavius Mareka TVET College is seeking to appoint an audit firm to perform the stipulated minimum agreed-upon audit procedures in relation to TVET CIEG expenditure incurred
2	The Audit engagement must be executed in terms of International Standard on Related Services (ISRS) 4400.
3	The approved AUP Reports (Electronic versions are acceptable), based on these defined Agreed-upon procedures, must be submitted: For the period ending 31 March 2026 – By 31 May 2026 For the period ending 30 September 2026 – By 30 November 2026
4	Scope of work:
4.1	The objective of the audit would be to test and confirm if:
4.2	The CIEG funding has indeed been applied for repairs and maintenance and not for any operational costs; (Validity)
4.3	If quality work has been delivered; (Existence, Occurrence and Value for Money)
4.4	If reasonable rates have been charged by the Contractors for the work paid for; (Accuracy and Value for Money)
4.5	If the projects were critical and of important nature to the College, linked to the maintenance plans of the
4.6	If a Principal Agent or other Consultants have been appointed to facilitate the projects, to determine if the professional fees payable in this regard, are market related. (Accuracy and Value for Money).
5	Detailed Agreed-Up On Audit procedures:
	The registered auditor must sample 5 CIEG projects completed by the respective College, for each Bi-annual audit. In total, a maximum of 25 payment transactions (or less depending on quantum of CIEG projects completed) will be applicable for each audit cycle, comprising of maximum 5 CIEG projects and 5 payment transactions per project. Detailed procedures are as follows:
5.1	Obtain a detailed CIEG expenditure report from the College Financial System for the audit period under review.
5.2	Obtain a listing of completed CIEG projects from the College for the audit period under review, which must
5.3	Based on the listing obtained, select at minimum of 5 projects based on total costs incurred (From highest
5.4	Trace all reported expenditure per listing, per project, back to the detailed expenditure report obtained from the
5.5	Randomly select at minimum 5 payment transactions per project (If less than 5 transactions are applicable for a project, all payments must be selected for audit).
5.6	Perform a detailed audit check on the payments selected:
5.7	Confirm what the payment was made for;
5.8	Confirm what rates were applied and if these rates paid for are reasonable and market related;
5.9	Physically inspect the work paid for, and re-measure quantities (if possible for instance square meter tiling installed, or square meter roofs repainted);
5.10	Check the measured quantities to the quantities paid for;
5.11	Take pictures of the work conducted;
5.12	Assess whether quality work was performed and if value for money was obtained.

5.13	Conclude on the following audit assertions relating to:
	Occurrence; Existence; Accuracy; validity; Completeness; and Valuation.
Reports	
6	The Auditor must provide a conclusive AUP report indicating if the projects and transactions selected for the audit period under review, did fulfil the objectives as stated above.
7	The auditor must raise any findings with College management, and obtain management responses when the audit management report is concluded, clearing indicating the following
	Audit finding, Potential impact, Root cause, Management response; and Auditors conclusion. (Photos where relevant of work conducted in relation to the sample selections must also be included. The annexures and spreadsheet of the projects sampled, and management responses must be part of the report submission).
8	Pleae list the persons who will be involved in the project and their rate applicable

Person and Position	Hourly Rate	Daily rate
	R	R
	R	R
	R	R
	R	R

9 Phases according to which the project will be completed, cost per phase and man-days to be spent

	R	Days
	R	Days
	R	Days
	R	Days
	R	Days
Total	R	Days

* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skill development levies

12	EXCLUSIONS
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13	ASSUMPTIONS:
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14	Bidders are required to indicate a ceiling price based on the total estimated time for completions of all phases and including all expenses inclusive of all applicable taxes	
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