Appendix D   Generic Questionnaire and Confirmations
Failure to submit will disqualify the bid from further evaluation

Please confirm the following (* Delete whichever is **not** applicable):

1.   I, …………………………………………………………….., as the person duly authorised to sign the submission(s) for tender **IEC/IA-01/2022,** have double checked and ensured that the following aspects required in the tender specifications have been properly addressed to accordingly confirm as follows:

2.   The service provider has expert knowledge of and is prepared to conduct all audits according to the international practise framework and standards of the Institute of Internal Auditors [IIA].
*YES/NO

3.   The service provider is prepared to follow guidelines issued by the Chief Audit Executive and/or is included the EC's Internal Audit Manual which will be issued from time to time and will not be in contradiction to 3 above.   *YES/NO

4.   A review partner will perform the final quality sign-off on all audit reports submitted to the Chief Audit Executive for in-house review and/or for issue to the auditee(s) after the firms normal quality assurance processes are completed e.g. by the engagement/implementing partner and the audit manager/senior manager.   *YES/NO

5.   The service provider is prepared to undertake fieldwork with in-house internal audit staff of the EC placed under their direct management and at direction of the service provider.   *YES/NO

6.   The service provider is prepared to undertake certain projects with individuals enrolled for an internal audit graduate training programme with the EC under their direct management and at direction of the service provider.   *YES/NO

7.   The service provider is prepared to transfer skills to the in-house internal audit staff of the EC in a structured manner. *YES/NO

8.   The service provider is prepared to transfer skills to individuals enrolled for an internal audit graduate training programme with the EC should the need arise   *YES/NO

9.   The service provider is prepared to, at the discretion of the EC, subject to independent external quality assurance review (QAR) as part of the internal audit function of the EC.   YES/NO

10.   The service provider will be to prepare and submit audit working papers in the EC's version [or later] of the TeamMate audit management system   *YES/NO

11.   The service provider has company specific 'company' email addresses and data connectivity and cell phone connectivity for audit team members.   *YES/NO

12.   The service provider undertakes to safeguard any EC equipment issued and/or availed for its use and replace such at own cost in the event of loss or damage.   *YES/NO

13.   The service provider has the necessary skills to extract reports and perform computer based auditing e.g. drill down data mining towards performing analytical reviews on data in the SAP ERP environment at the National and each of the provincial Offices of the EC.
*YES/NO

14.   The service provider has a high level of proficiency to be able to use the ACL tool towards navigating the remote auditing moving towards continuous auditing area. Furthermore this is demonstrable through evidence submitted as part of the written proposal. *YES/NO

15.   The service provider has capacity and can render forensic and investigative accounting services shoud this be required. *YES/NO

16.   We have duly considered the Scope of Services required as set out in the specification and noted the links pointing us to further information on websites etc. *YES/NO

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31.1.   Accordingly, we confirm that the Evaluation Criteria was duly considered and each of the sub-criteria was tested against the relevant paragraphs, sections and supporting documentation included within our submission to ensure that the responsiveness of our proposal is holistically aligned. *YES/NO

31.2.   In particular, we confirm that we have the required staff compliment holding professional internal audit designation, certification, learnerships etc. to form the core component of the audit resources to be deployed for fieldwork per assurance projects/modules across the nine [9] provinces. *YES/NO