

Appendix G: CONTACTABLE CLIENT REFEREE

NB! please complete sections 2, 3 and 4 and submit under cover of OFFICIAL LETTERHEAD reflecting Section 1 and bearing the ORIGINAL SIGNATURE of referee

SECTION 1

DATE:

Ref No of Referee:

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: INTERNAL AUDIT SERVICES RENDERED BY

I, hereby confirm that provided the internal audit services as per the duly completed attached pages to of the attached **Appendix B** [section 2, 3 and 4] at enterprise/organization/ entity/ department etc.

SECTION 2: INTERNAL AUDIT SERVICES RNDERED BY BIDDER

Description of Service Rendered [<u>Applicable financial Year [only during last 5 years i.e. 2016/17 to 2020/21]</u> as follows:					Value of work (i.e. the service provided) Inclusive of Vat (Rand):	
Type of Audit	From Year	To Year	Total Hours	R'000 Cost		
1. Assurance Audits						
2. Performance Audits						
3. Operational Audits						
4. Forensic Audits						
5. ICT Audits						
6.						
7.						
Consulting engagements [specify at most 3 areas]	8.					
	9.					



Appendix G: CONTACTABLE CLIENT REFEREE

NB! please complete sections 2, 3 and 4 and submit under cover of OFFICIAL LETTERHEAD reflecting Section 1 and bearing the ORIGINAL SIGNATURE of referee

	10.				
--	-----	--	--	--	--

SECTION 3: PERFORMANCE OF BIDDER

Assess the Performance of the bidder by answering the stated questions. Scores must also be assigned in terms of THREE Indicators:

40 = POOR	60 = SATISFACTORY	80 = GOOD	90 = VERY GOOD	100 = EXCELLENT
-----------	-------------------	-----------	----------------	-----------------

<u>QUESTIONS</u>	ASSIGNED SCORE
1. Did the bidder adhere to the budget and the agreed timelines as stipulated within the engagement letter. Please respond in relation to totality of work undertaken during the last 3 years only.	
2. Did the audit team develop relevant and implementable recommendations towards enhancement or improvement of business processes? Please respond in relation to totality of work undertaken during the last 3 years only.	
3. Was the skills and experience mix of the audit team proposed by the bidder 'the right fit' to adequately discharge the various assignments in the rendering of these internal audit services? Please respond in relation to totality of work undertaken during the last 3 years only.	
Ave. Score = SUM OF ABOVE divided by 3:%

SECTION 4: REFEREE DETAILS, DECLARATION AND SIGNATURE

Please do not hesitate to contact me at **email** I..... **Telephone**

..... **Mobile** should you require any other information.

1. The undersigned official **confirms** that the contents of this letter are within his / her personal knowledge and are to the best of his/ her belief true and correct.
2. Furthermore, undersigned official **warrants** that he / she is duly authorised to provide this letter of reference so on behalf of the
enterprise/organization/ entity/ department etc.

Title and FULL NAMES of CLIENT REFEREE

Designation/ Position of Client Referee:



Appendix G: CONTACTABLE CLIENT REFEREE

NB! please complete sections 2, 3 and 4 and submit under cover of OFFICIAL LETTERHEAD reflecting Section 1 and bearing the ORIGINAL SIGNATURE of referee

SIGNATURE **per official Letterhead** DATE: _____ 2022

NB!!! SUBMIT under cover of OFFICIAL letterhead with ORIGINAL signature i.e. not photocopied!!