



**PRICING SCHEDULE  
(Professional Services)**

NAME OF BIDDER: ..... BID NO: 001/2016

CLOSING TIME 12h:00

CLOSING DATE: 15 March 2016

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

1. Rates

It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work. Financial proposals will be compared on the basis of hourly rates. Firms are required to submit a table of hourly rates as required in the table below. Rates should be inclusive of overheads **and** VAT. If a particular category does not exist in the firm it can be omitted.

Item (where applicable)	Hourly Rate (Including overheads) (incl. VAT)
Engagement Partner	R
Partner	R
Senior Manager	R
Manager	R
Assistant manager	R
Supervisor	R
Senior Auditor	R
Trainee Auditor	R
Specialists (E.g. Tax, Technical, etc.)	R

It is recognised that it is difficult for a prospective bidder to be firm about the extent of the work solely on the terms of reference. However, to assist with assessments a firm must provide a typical distribution of time for members of the audit team on a job of this nature. This to be expressed in percentages of the total person-hours billed on a typical job. (See table below.)

This will only be indicative and will not be binding on the firm.

Item (where applicable)	Typical percentage of total hours on project
Engagement Partner	%
Partner	%
Senior Manager	%
Manager	%
Assistant manager	%
Supervisor	%
Senior Auditor	%
Trainee Auditor	%
Specialists	%
<b>TOTAL</b>	<b>100%</b>

Estimated man-days for one year service .....

2. Travel expenses (specify rate/km and total km.).  
Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE PER KILOMETER
-----	R.....
-----	R.....

**NOTE: The IRBA does have only one office that is in Modderfontein. Only travel expenses in Gauteng will be considered.**

- 2.1 Other expenses, for example accommodation (specify, eg. Telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	COST BASE
-----	R.....
-----	R.....
-----	R.....
-----	R.....

3. Period required for commencement with project after acceptance of bid

.....

4. Are the rates quoted firm for the full period of contract? \*YES/NO

Bid No.: .....

Name of Bidder:  
.....

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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**\*[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the:

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Or for technical information:

Willemina de Jager

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