



PHSDSBC

Public Health and Social Development
Sectoral Bargaining Council

**Terms of Reference for the Appointment of a
service provider to provide internal audit
services to the PHSDSBC for three (03)
financial years.**

Background

- [1] The Public Health and Social Development Sectoral Bargaining Council (PHSDSBC or “the Council”) is mandated to, among other objectives, maintain and promote labour peace within the public health and social development sector. It also seeks to prevent and resolve labour disputes, promote collective bargaining, and enhance its image among employees in the sector.
- [2] The PHSDSBC, as a creature of statute, derives its mandate from sections 28 and 30 of the Labour Relations Act, no 66 of 1995, as amended (LRA), which include, *inter alia*, the conclusion of negotiated collective agreements on matters of mutual interest and the prevention and resolution of labour disputes. To deliver on the foregoing mandate, the Council relies on the levies it receives from the employer and employees.

Purpose

- [3] The Council seeks to appoint a suitably qualified and experienced Internal Audit Firm to provide audit services in accordance with the applicable legislative framework and best practices in governance, risk management, and internal control. As a statutory body governed by the LRA, the PHSDSBC is committed to maintaining and promoting financial integrity, sound governance, and efficient service delivery in the public health and social development sector.

Objective of the Appointment

- [4] The primary objective of appointing internal auditors is to enhance the effectiveness and efficiency of the PHSDSBC’s internal control environment, assist in risk management processes, and support the achievement of operational and strategic objectives. The internal auditors will be expected to provide independent and objective assurance and consulting services.

Scope of Work

The appointed internal auditors will be required to perform, but not limited to, the following:

- [5] Develop a comprehensive audit plan that should be reviewed quarterly or annually.
- [6] Conduct a risk assessment and align the audit plan to the identified risk and PHSDSBC strategic objectives.
- [7] Review the adequacy and effectiveness of internal controls, operational processes and compliance with policy and procedures and applicable legislations.
- [8] Evaluate compliance with Council policies, procedures, and applicable labour and financial regulations.
- [9] Assess the efficiency and effectiveness of financial, administrative, and human resource systems, IT processes and SCM procurement procedures.
- [10] Conduct follow-up audits to assess management's implementation of prior internal and external audit recommendations.
- [11] Undertake any special audits or assignments requested by the Council.
- [12] Submit quarterly and annual internal audit reports.
- [13] Quarterly Internal Audit Reports with findings, risk ratings, and recommendations.
- [14] Annual Internal Audit Report summarising the year's audit activities and outcomes.

Mandatory Requirements

[15] Bidders must meet the following requirements to be considered successful:

- a. Proof of registration with the Institute of Internal Auditors (IIA) or a relevant statutory/professional body.
- b. Demonstrated experience in conducting internal audits in bargaining council environments.
- c. At least three (3) reference letters from current or past clients for similar services, dated within the last three years.
- d. A detailed proposal including the audit methodology, approach, timeline, and resource allocation.
- e. Valid Tax Clearance Certificate, B-BBEE Certificate.
- f. Successfully registered as a prospective supplier on our supplier database.

Contract Duration

[16] The appointment will be for three (3) financial years from the date of contract commencement.

Submission Requirements

[17] Bidders must submit a detailed quotation, inclusive of VAT, for the required services.

[18] The quotation must be accompanied by the following:

- a. the company profile
- b. valid tax clearance certificate

c. Company registration documents.

[19] The bidder(s) are required to submit 2 copies of their bidding documentation:

- a. the original copy (Hard copy) and
- b. The 2nd copy is to be a soft copy (on a USB).

[20] All files and USB must be marked and sealed for ease of reference during the evaluation process.

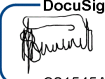
Submission Deadline and Contact Details

[21] Quotations must be submitted by 08 March 2026 no later than 15h00.

[22] Submissions should be deposited into the tender box at the PHSDSBC Building E.

[23] The email address variousadverts@phsdsbc.org.za.

[24] For any queries, please do not hesitate to contact Ms Majebela Hlamarisa on email: tenderqueries@phsdsbc.org.za

DocuSigned by:

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Mpumelelo Sibiya

PHSDSBC: General Secretary

Date 17/02/2026