



## ZA Domain Name Authority NPC

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### REQUEST FOR QUOTATION (RFQ)

**Date of issue: 10 February 2021**  
**Submission deadline: 01 March 2021**  
**Ref no: RFQZA2021/01**

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### TERMS OF REFERENCE

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#### Independent Auditors Assurance (Type 2 Audit)

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#### FOR THE INDEPENDENT AUDIT ASSURANCE OF THE DOMAIN NAME SERVICES (PTY) LTD, DESCRIPTION OF CONTROLS, FOR THE FINANCIAL PERIOD, ENDING 31 March 2021.

The .ZA Domain Name Authority (.ZADNA) is the regulator and manager of dotZA (.ZA) – South Africa’s Internet namespace. .ZADNA is a statutory entity founded in terms of Chapter X of the Electronic Communications and Transactions Act 25 of 2002.

The .ZA Domain Name Authority, (ZADNA) hereby request quotations for procedures on Independent Auditors assurance on the description of controls, their design and operating effectiveness in terms of ISAE3402 Type 2 report.

#### 1. INTRODUCTION

The purpose of this document is to invite the submission of quotations to provide external Type 2 audit assurance to the ZA Domain Name Authority (ZADNA/the Authority) from qualified auditors, registered with a recognised and accredited auditors body to the authorities board. The work to be undertaken by the services provider will focus on expressing an opinion on Domain Name Services (Pty)Ltd’s description of controls, their design and operating effectiveness in terms of ISAE3402 Type 2 report.

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.ZA Domain Name Authority NPC - Registration no. 2003/021150/08

Directors: Ms. P Legoze – Chairperson, Ms. A Esterhuysen, Prof D Mashao, Prof K Moodaliyar, Ms. M Malapane, Mr. N Msibi, Mr. R Mbuva Ms. S Mzizi, Ms. V Motloutsi, Mr M Wesi (CEO)

Company Secretary: Ms. S. Ngwenya

## **2. SCOPE**

- 2.1. To report the Domain Name Services (Pty)Ltd services organisation descriptions relating to Domain Name registrations and renewals processes from 1 April 2020 to 31 March 2021.
- 2.2. The Audit Report should entail the test of controls used by Domain Name Services(Pty)Ltd. This should cover the design and operating effectiveness of the controls related to the control objectives stated in that description.
- 2.3. The engagement should be such that the External Audit of ZADNA is provided with the opinion to conclude their audit for the year ending 31 March 2021.

## **3 AUDIT DURATION**

- 3.1. The contract's duration is anticipated to run for two (2) months, commencing for the 15 March 2021 ending 15 May 2021, such that it allows the External Auditors to finish their audit by June 30<sup>th</sup>.
- 3.2. The audit work shall be completed within two (2) months from service level agreement signing with the Authority.

## **4 DELIVERABLES**

- 4.1. The auditors will provide Management with the audit report after completion of the audit, which includes the following:
  - 4.1.1. The executive summary.
  - 4.1.2. The audit approach.
  - 4.1.3. The audit opinion; and
  - 4.1.4. The detailed audit findings and observations; and any other material matters deemed reportable to the Authority.

## **5 REQUESTED DOCUMENTS**

- 5.1. CIPC registration documents.
- 5.2. Tax Compliance certificate/PIN.
- 5.3. BEE Certificate / Affidavit.
- 5.4. Detailed Company profile.
- 5.5. Professional body affiliation and accreditation.
- 5.6. Three contactable references in the same scope of work.
- 5.7. Pricing Schedule (Total Cost to complete the service)
- 5.8. Declaration of Interest for key Management in the organisation.

## **6 EVALUATION**

- 6.1. The RFQ will be not be evaluated with the preference point evaluation as per the ZADNA'S procurement policy.
- 6.2. The evaluation will be based on the technical knowledge of the external assurance, pricing and availability to finalise the scope of work within the given time frame.

## **7 CONFLICTS OF INTEREST**

- 7.1. Professional service providers must declare any potential conflicts of interest arising out of other assignments or a conflicting involvement in other assignments that may impair their independence.

## **8 CONFIDENTIALITY**

- 8.1. The Consultant agrees to keep confidential all information that they receive, directly or indirectly, from the Authority, or any other stakeholder, as well as all copies or analysis that they make, or have been made by third parties, based on such information (collectively, the Material).
- 8.2. The Consultant shall use the Material exclusively to prepare deliverables relevant to this assignment. The confidentiality obligations shall not apply to information in the public domain.
- 8.3. The Consultant shall only permit access to the Material to persons within their organisations
- 8.4. on a need-to-know basis.
- 8.5. The Consultant shall explicitly inform such persons of the Material's confidential nature and, before providing them with the Material, subject them to the confidentiality obligations contained in this Terms of Reference.
- 8.6. The Consultant agrees that the Material will remain property of ZADNA and cannot be used anywhere outside of the scope of this project.

## **9 Appointment of the service provider**

- 9.1. A service level agreement will be entered into with the successful service provider with terms of reference and deliverable agreed to between parties.
- 9.2. The appointed service provider will be expected to delivery within the given time frame.

Submissions should be emailed to [zadnafinance@zadna.org.za](mailto:zadnafinance@zadna.org.za) and [info@zadna.org.za](mailto:info@zadna.org.za) no later than Monday the 01<sup>st</sup> of March 2021, Submitted documents should be bound together electronically and be in pdf format.

Enquiries should be directed to Mr. German Moutlaneng (Finance Manager) at telephone number 010 020 3910 or at the aforementioned email addresses.