



Make the future count

**THE FINANCIAL AND ACCOUNTING SERVICES SECTOR EDUCATION AND TRAINING
AUTHORITY**

INVITATION TO TENDER: INTERNAL AUDIT SERVICES

TENDER NO: FAS/ARC/EXE/INTERNAL_ AUDIT_SERVICES/3298/23

INTERNAL AUDIT SERVICES

Closing Date: **02 June 2023**

TIME: **11H00**

Bidder Name:.....

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND FOR
CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ONLY.



BID SUBMISSION

FASSET is seeking to appoint a suitable, independent service provider that can provide an appropriate internal audit service for FASSET, for a period of three (3) years, commencing on 1 July 2023 to 30 June 2026

A compulsory briefing session will be held on 19 May 2023 at 11H00 virtually. The meeting link will be made available on the website.

Completed tender submissions must be hand delivered / deposited into the Tender Box at the reception area of FASSET offices, located at 296 Kent Avenue, 1st Floor, Ferndale, Randburg for the attention of: Supply Chain Management”.

No submissions sent by e-mail or facsimile will be accepted, and no submissions after the closing date will be accepted.

Bidders are requested to make two (2) envelope submissions in hard copies. One (1) envelope marked “Functionality and the second (2) envelope marked Financial”. In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc)

FASSET - ATTENTION: Supply Chain Management, 296 Kent Avenue, 1st Floor, Ferndale, Randburg, by no later than 11:00 am (eleven o'clock) on 02 June 2023.

Late submissions will not be considered. All enquiries are to be directed to Supply Chain Management Office at: (011) 476 8570 or Email: tenders@fasset.org.za

Closing date and time for submission of tenders 02 June 2023 at 11:00 am

PROPOSAL GUIDELINE

Bidders are advised that their proposal should be comprehensive, concise, written in plain English, legible and simply presented. The proposal should include:

Envelope one: Technical/Functional Proposal – one (1) original, one (1) hard copy and one (1) electronic copy (memory stick, USB etc)

- Introduction and executive summary.
- Company profile and brief CVs of key personnel to be used or suitable human resources to undertake this project.
- Bidder must provide historical information relating to Internal Audit Services
- Bid documents must be completed in full and signed.
- **Bidder must initial all pages of SBD forms.**
- **Bidder must submit Contactable, Accurate and Precise references letters of similar work done in the past 3 years. FASSET reserves the right to verify the letters.**
- Project plan showing how the bidder will manage the project and outline deliverables and milestones for consideration and approval by the SETA and contingency planning.
- **Central Supplier database report**
- **Company registration documents**
- **Original or certified BBBEE certificate or affidavit.**

https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit_20.pdf

Envelope three (3): Price/Financial Proposal – one (1) original, one (1) hard copy and one (1) electronic copy (memory stick, USB etc)

- Proposed total costing including VAT in the format provided.

SECTION ONE - TERMS OF REFERENCE

1 BACKGROUND

Finance and Accounting Services Sector Education and Training Authority (FASSET) -Seta was established on 1 April 2000 in accordance with the provisions of the Skills Development Act No. 97 of 1998 as amended, to influence the effective operation of the labour market, through effective skills, to ensure the appropriate supply of competent labour necessary to compare in the global economy.

Section 51(1)(a)(ii) of the PFMA states that an Accounting Authority of a public entity must ensure that a public entity has and maintains a system of internal audit under the control and direction of an audit committee complying with and operating in accordance with regulations and instructions prescribed in terms of sections 76 and 77.

2 OBJECTIVE

The objective of this bid is to appoint a suitable, independent service provider that can provide an appropriate internal audit service for FASSET, for a period of three (3) years, commencing on 1 July 2023 to 30 June 2026

3 ROLE AND OBJECTIVE OF INTERNAL AUDIT

The Internal Audit function should assist FASSET to accomplish its objectives by bringing a systematic and disciplined approach in evaluating and improving the effectiveness of risk management control and governance processes. Furthermore, assist the Audit and Risk Committee (ARC), the Accounting Authority and management in the effective discharging of their responsibilities. This will be done by providing them with analysis, appraisals, recommendations, counsel and information concerning the activities reviewed and regular follow up.

In addition to the above, other objectives of the internal audit function include but not limited to, providing objective and independent assurance to the Accounting Authority and management on:

- ✓ The reliability and integrity of financial and operational information;
- ✓ The effectiveness of operations;
- ✓ The economical and efficient use of resources;
- ✓ Safeguarding of assets;
- ✓ Achievement of operational goals and objectives;
- ✓ Compliance with applicable laws and regulations, internal policies and procedures; and
- ✓ The information systems environment

4 ORGANISATIONAL STATUS OF INTERNAL AUDIT

The Internal Audit function will report functionally to the Audit and Risk Committee of FASSET and administratively to the Chief Executive Officer (CEO).

5 SCOPE OF INTERNAL AUDIT SERVICES

The internal audit function must, in consultation with management and ARC, amongst others perform the following:

- 5.1 Prepare a rolling three-year strategic internal audit plan based on its assessment of key areas of risk for FASSET, having taken into consideration the current operations, the operations proposed in the strategic plan and the risk management strategy;
- 5.2 Develop a detailed annual plan indicating scope, cost and timelines for each internal audit engagement.
- 5.3 Discuss audit coverage with management and the ARC;
- 5.4 Monitor the clearing and implementation of the external auditor's audit findings and recommendations;
- 5.5 Report on the findings to management and secure comments before presenting to the ARC;
- 5.6 Attend ARC meetings and provide feedback on internal audits completed, those in progress and the management of risks including a regular overview of the control environment;
- 5.7 Provide overall annual conclusion on the audited control environment for ARC;
- 5.8 Enhance and implement the Combined Assurance Model by working closely with the external auditors and other assurance providers to ensure synergy of approach, with a view to minimise duplication of effort and to obtain reliance on work performed;
- 5.9 Perform compliance reviews with regards to all applicable laws and legislation, including
 - Financial, procurement and human resources policies of FASSET.
 - King Report, where practicably possible;
 - Any other statutory and regulatory requirements;
- 5.10 In addition, the internal audit function must assist the Board in maintaining effective controls by evaluating those controls and developing recommendations for enhancement or improvement. This includes amongst others the following:
 - 5.11 Reviewing the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information;
 - 5.12 Reviewing the systems established by management to ensure compliance with applicable policies, plans, procedures, and processes and to determine whether the organization is in compliance therewith.
 - 5.13 Reviewing the means of safeguarding assets and verifying the existence thereof
 - 5.14 Reviewing operations or programmes to ascertain whether results are consistent with established objectives and goals and whether the operations or programmes are being carried out as planned in the Annual Performance Plan, as set up in the mandates
 - 5.15 Review of risk management and to provide objective assurance to the board on the effectiveness of risk management.
 - 5.16 Perform any ad hoc assignments as requested by the CEO or ARC or the Board
 - 5.17 Perform IT audits by;
 - reviewing the planning, design, development, implementation, and operation of major computer-based systems; and
 - Review controls to monitor the Information Technology General Control environment (ITGC) – physical and logical access and security, change management, data operations and back-up procedures
 - 5.18 Have ability to perform value added data analytics through Computer Assisted Audit Techniques (CAATS) to increase audit scope and efficiencies in the audit process.

6 FRAUD AND IRREGULARITIES

In planning and conducting its work, the internal auditor should seek to identify serious defects in internal controls, which might result in possible malpractices. Any such defects must be reported immediately to the CEO and/or ARC without disclosing these to any other staff. This also applies to instances where serious fraud and irregularities have been uncovered.

7 DESCRIPTION AND EXTENT OF WORK

7.1. Conducting of audit assignments

Audit assignments are to be performed in accordance with the International Standards for the Professional Practice of Internal Auditing as well as the King reports on Governance. The execution of each assignment shall be in accordance with the Annual Internal Audit Plan.

Upon completion, all procedural documentation and working papers must be submitted and be made available to FASSET, even after the expiry date of the contract.

7.2. Quality Assurance Reviews (QAR) of the work

The service provider shall maintain a Quality Assurance and Improvement Programme (QAIP) that covers all aspects of the internal audit activity.

In addition, the work of the internal audit function will further be subjected to an External Quality Assurance Review (QAR) as may be considered necessary.

7.3. Independence and objectivity of audit staff

In carrying out the work, the Internal Auditor must ensure that their employees maintain their objectivity and independence by remaining independent of the activities they audit

7.4. Competence requirements of Internal Audit Function

The service provider should meet the following competency requirements:

- ✓ Be independent of the organization
- ✓ Have the necessary skills, knowledge, capacity and resources to meet the requirements of the TOR; including specialized skills such as forensic audit, computer audit etc;
- ✓ Be competent with the Standards for the Professional Practice of Internal Auditing
- ✓ Have a quality control team responsible for ensuring compliance with the IIA standards.
- ✓ The team members to have professional certifications enabling them to perform internal audit services and ad hoc services. These include, but **not limited** to the following.
 - CIA (IIASA)
 - CA (SA): (SAICA)
 - CISA (ISACA)
 - CFE
 - CRM
 - BCC
 - Or any Similar qualification
- ✓ Be well versed with the best practices of the profession; and
- ✓ The organization must have a thorough understanding of Auditing within the context of the SETAs and the broader education, skills and other socio-economic imperatives.
- ✓ Have at least five (5) years of recent experience in rendering of internal audit services in the public sector with specific experience in the SETA environment.

8 DURATION OF THE CONTRACT

The contract will be for a period of three (3) years from 1st July 2023 or date of Contract Signature. During the initial first twelve months of the contract, the performance of the service provider will be measured and reviewed to determine whether the performance level is satisfactory. This will be based on the agreed service level agreement. Should the performance level not be satisfactory, the service provider will be given 3 months written notice of termination of the contract.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

9 EVALUATION PROCESS

9.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

- Prospective bidders are required to provide proof of registration with the Central Supplier Database by submitting the CSD report not older than three (3) months. In case of a Joint Venture, each party must provide proof of registration with CSD.
- Completed and signed Standard Bidding Documents attached to the bid.
- In case of a Joint Venture, a written agreement between the parties which must clearly set out the roles and responsibilities of each member and include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.
- Proof of registration/accreditation with a professional body like IIA(SA), CISA, SAICA etc for the prospective bidder.

9.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

The evaluation criteria and weights for functionality as indicated in the table below, will apply.

#	Criteria for Functionality													
1	Overall Experience	40												
1.1	Experience in the Internal Auditing Services	30												
1.1	The bidding provider should demonstrate by providing a list of projects completed and have a minimum of Five (5) years' experience in conducting Internal Auditing in the public sector with specific experience in the SETA environment (Proof should be in the form of reference letters with contactable references detailing experience in the internal audit of public entities and demonstrate ability to provide support to improve controls). All reference letters will be verified through emails and calls.													
	<table border="1"> <thead> <tr> <th>Scoring Criteria</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Bidders with over 15 years' experience of conducting internal audit in public sector, with reference letters with contactable references and, At least more than 8 reference letters of completed contracts.</td> <td>5</td> </tr> <tr> <td>Bidders with 9 to 14 years' experience of conducting internal audit in public sector, with reference letters with contactable references and, At least more than 4 reference letters of completed contracts.</td> <td>3</td> </tr> <tr> <td>Bidders with 5 to 8 years' experience of conducting internal audit service in public sector, with reference letters with contactable references and, At least 2 - 4 reference letters of completed contracts</td> <td>2</td> </tr> <tr> <td>Bidders with less than 5 years' experience in conducting internal audit in the public sector, with contactable references and Less than 2 reference letters of completed contracts.</td> <td>1</td> </tr> <tr> <td>None of the above</td> <td>0</td> </tr> </tbody> </table>	Scoring Criteria	Points	Bidders with over 15 years' experience of conducting internal audit in public sector, with reference letters with contactable references and, At least more than 8 reference letters of completed contracts.	5	Bidders with 9 to 14 years' experience of conducting internal audit in public sector, with reference letters with contactable references and, At least more than 4 reference letters of completed contracts.	3	Bidders with 5 to 8 years' experience of conducting internal audit service in public sector, with reference letters with contactable references and, At least 2 - 4 reference letters of completed contracts	2	Bidders with less than 5 years' experience in conducting internal audit in the public sector, with contactable references and Less than 2 reference letters of completed contracts.	1	None of the above	0	
Scoring Criteria	Points													
Bidders with over 15 years' experience of conducting internal audit in public sector, with reference letters with contactable references and, At least more than 8 reference letters of completed contracts.	5													
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Bidders with less than 5 years' experience in conducting internal audit in the public sector, with contactable references and Less than 2 reference letters of completed contracts.	1													
None of the above	0													
1.2	Experience in the SETA Environment	10												
1.2	The bidding provider should demonstrate by providing a list of projects completed in conducting Internal Auditing including ad hoc assignments in the SETA environment (Proof should be in the form of reference letters with contactable references detailing experience in the SETA(s)). All reference letters will be verified through emails and calls.													
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Scoring Criteria	Points													

#	Criteria for Functionality		
	Bidders with 5 years or more years' experience of conducting internal audit and related ad hoc assignments in the SETA environment and at least 2 reference letters of contracts.	5	
	Bidders with 3-5 years' experience of conducting internal audit and related ad hoc assignments in the SETA environment and at least 1 reference letters of contracts	3	
	Bidders with 1 -2 years' experience of conducting internal audit and related ad hoc assignments in the SETA environment and at least 1 reference letters of contracts	1	
	None of the above	0	
2 Project Plan and Methodology 30			
2.1	Comprehensive project approach and roll out methodology (i.e., Risk based Internal Audit Methodology, IT Audits Methodology, Performance Audits Methodology and Internal Financial Controls), which shows activities and timelines. <ul style="list-style-type: none"> Methodology and project plan linked to the milestones and timeframes. Programme structure with clear timelines and outputs; Quality assurance steps indicated; Clear reporting mechanisms and Indicators and means of verifying progress 		
	Scoring Criteria	Points	
	Bidders must submit a comprehensive project plan and roll out methodology, how will they rollout the project concisely showing activities and timeline, including providing advisory on coordinating the project.	5	
	The Bidder has addressed all the above requirements.		
	Bidders must submit a comprehensive project plan and roll out methodology with a clear and concise flow of activities, timeline. The Bidder has addressed only 4 of the above requirements.	3	
	Bidders must submit a comprehensive project plan and roll out methodology showing the work to be done and timelines. The Bidder has addressed only 3 of the above requirements.	2	
	The Bidder has addressed only 2 and below requirements or No project plan and methodology provided.	0	
3 Resources and allocation 30			
3.1	Ability to meet the company requirements 15		
	The bidder must submit a resource plan as well as demonstrate that they have the appropriate tools and resources to execute the project. <ol style="list-style-type: none"> Organogram clearly showing staff available for project and Audited/reviewed financial statements for the past three years showing that the entity is a going concern. 		
	Scoring Criteria	Points	

#	Criteria for Functionality	
	Organogram and audited and/or reviewed financial statements for the past three years	5
	Organogram and less than 3 years audited and/or reviewed financial statements submitted	2
	None of the above	0
	Expertise and Capability of Staff to be used	15
3.2	Expertise and experience of key staff/ proposed team which clearly reflect their capabilities. <ul style="list-style-type: none"> • CVs and their qualifications must be attached, including proof of registration with professional bodies. • The provider should ensure that majority of the team members are black south African as defined in the BBBEE Act. 	
	Scoring Criteria	Points
	Bidders must classify personnel for project, the operation and the management team. <ul style="list-style-type: none"> - The Senior Manager/Director/Partner must have a relevant qualification at a minimum of the NQF Level 8 and a member of the professional body Must have at least 15 years or more experience in the internal audit or relevant assurance services servicing public sector clients including an experience in the SETA environment. - Internal Audit Manager in possession of professional relevant accreditation with at least 10 or more years' experience in assurance related services - IT Specialist in possession of professional relevant accreditation (CISA) with 10 years or more years' experience - The operation team (s) in possession of professional relevant qualifications with more than 4- 6 years' experience - Majority (at least 85%) of the proposed team members are black South African as defined. - Qualification certificates and clear CVs showing experience must be attached. 	5
	Bidders must classify personnel for project, the operation, and the management team. <ul style="list-style-type: none"> - The Senior Manager/Director/Partner must have a relevant qualification at a minimum of the NQF Level 8 and a member of the professional body. And have between 10 - 14 years' experience in the internal audit or relevant assurance services in the public sector including an experience in the SETA environment. - Internal Audit Manager in possession of professional relevant accreditation with between 5 to 9 years' experience in assurance related services - IT Specialist in possession of professional relevant accreditation (CISA) with between 5 to 9 years' experience. - The operation team (s) in possession of professional relevant qualifications with more than 4- 6 years' experience Majority (at least 85%) of the proposed team members are black South African as defined. 	3

#	Criteria for Functionality	
	<ul style="list-style-type: none"> - Qualification certificates and clear CVs showing experience must be attached. 	
	Bidders must classify personnel for project, the operation and the management team. <ul style="list-style-type: none"> - The Senior Manager/Director/Partner must have a relevant qualification at a minimum of the NQF Level 8 and a member of the professional body. And have less than 10 years' experience in the internal audit or relevant assurance services in the public sector including an experience in the SETA environment. - Internal Audit Manager in possession of a professional relevant accreditation with less than 5 years' experience in assurance related services. - IT Specialist in possession of professional relevant accreditation (CISA) with less than 5 years' experience. - - The operation team (s) in possession of professional relevant qualifications with less than 4 years' experience. - 50% and/or less than 50% of team members proposed are black South African as defined. - Qualification certificates and clear CV showing experience must be attached. 	2
	None of the above	0

The score for functionality should be calculated as follows:

- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

9.3 ELIMINATION OF PROPOSALS ON GROUND OF FUNCTIONALITY

Bidders who obtained a minimum score of **70%** on functionality will be evaluated further on Price and specific goals. Evaluation will be conducted on **80/20** preferential procurement principles.

80 Points will be allocated to price and **20** Points will be allocated to specific goals in terms of the Preferential Procurement Policy Framework Act Regulations of 2022 as follows:

Specific Goals	Points Allocation for 80/20	Points Allocation for 90/10
1. Black People Ownership	<ul style="list-style-type: none"> • 100% Black People Ownership = 5 points • 51% Black People Ownership = 3 points • Less than 51% Black People Ownership = 0 points 	<ul style="list-style-type: none"> • 100% Black People Ownership = 3 points • 51% Black People Ownership = 1 points • Less than 51% Black People Ownership = 0 points

2. Black Woman Ownership	<ul style="list-style-type: none"> • 100 - 50% Black Woman Ownership = 5 points • 49% and less Black Woman Ownership = 0 points 	<ul style="list-style-type: none"> • 100 - 50% Black Woman Ownership = 3 points • 49% and less Black Woman Ownership = 0 points
3. Black Youth Ownership	<ul style="list-style-type: none"> • 100 - 50% Black Youth Ownership = 5 points • 49% and less Black Youth Ownership = 0 points 	<ul style="list-style-type: none"> • 100 - 50% Black Youth Ownership = 3 points • 49% and less Black Youth Ownership = 0 points
4. People with Disability Ownership	<ul style="list-style-type: none"> • 1 or more disabled person/s = 5 points • No person/s with disability = 0 points 	<ul style="list-style-type: none"> • 1 or more disabled person/s = 1 points • No person/s with disability = 0 points
Maximum total points allocation	20 points	10 points

SECTION TWO

1. Terms of Engagement

- 1.1. The successful bidder shall not take more than one (1) month from date of the Bid being awarded to render the required service unless otherwise indicated and agreed between the successful Bidder and FASSET.
- 1.2. The successful Bidder shall be available for consultation with the FASSET representative.
- 1.3. The successful Bidder shall manage as confidential all data, information and insights gained in execution of work for the FASSET.
- 1.4. FASSET retains the right to require the successful Bidder to obtain permission in writing from FASSET prior to replacement of individuals proposed for execution of this Bid.
- 1.5. All documentation and responses will be supplied and exchanged utilising standard Microsoft Office (Word, Excel and PowerPoint) products.
- 1.6. The successful bidder will be required to submit reports to FASSET on a regular and on an ad hoc basis.
- 1.7. Any attempt to gain information in a manner deemed to be fraudulent or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation/adjudication will result in immediate disqualification from the bid process.
- 1.8. FASSET reserves the right **NOT** to appoint/award this bid.

CONDITIONS OF THE TENDER

2. Contents of Submission



- 2.1. Proposals shall include all relevant information about the Bidder, which is deemed appropriate to assist FASSET to assess the bidder's capabilities, capacity, outputs, value adding abilities, competitive advantage, etc.
- 2.2. The proposals presented should describe the methodology to be used in executing the required services. Bidders should also indicate value added services expected to be provided to FASSET.
- 2.3. The proposals presented are to be as comprehensive as possible and FASSET reserves the right to request the Bidder to provide more details.
- 2.4. Bidders shall adhere to the conditions stipulated in the General Conditions of Contract as prescribed by the National Treasury.
- 2.5. Bidders shall ensure that the complete bid document is submitted with all additional required information and any other documents that the bidder wishes to supply to substantiate or clarify specific aspects in the proposal.

3. Price and Pricing Structure

- 3.1. Bidders must provide the basis on which the services will be charged. In this regard the following information shall be required:
 - 3.2. Where a Bidder lacks in-house expertise and may have to outsource certain services, the detail and basis of charges of any such service that may be required must be outlined.
 - 4.3 The Bidder shall reflect service discounts that they will offer throughout the contract duration.
- 3.3. Bidders' submissions must reflect the detailed breakdown of the bid price as per the bill of quantities.
- 3.4. Prices must include VAT, if it is applicable and all other costs related to the execution of the required services.
- 3.5. The bidder agrees not to change the price with VAT or any other Tax subsequent to submitting the tender. This includes subsequent VAT registration.

4. Compliance with General Conditions of Contract

- 4.1. No alteration, variation or amendment of the Contract (of which this Bid represents the offer) shall be permitted unless otherwise agreed to in writing. Should the prospective provider, in the case of non-compliance, wish to make any amendments to the conditions stipulated by FASSET in this Bid, then such proposed amendments shall be clearly stipulated by the prospective Bidder and where possible stating the increase or decrease in the cost involved by such proposal. FASSET reserves the right to reject such submissions. Misrepresentation of facts will result in disqualification and cancellation of the Contract.

5. Acceptance of Submissions

5.1. No submission shall be deemed to have been accepted, unless and until a formal appointment letter has been commissioned and executed. Submissions shall remain open for acceptance by FASSET for a period of **90 (ninety) days** from the date on which they are returnable in terms of this Bid.

6. FASSET Liability

6.1. FASSET does not bind itself to accept the lowest or any Bid proposal, nor shall it be responsible for or pay any expenses or losses that may be incurred by the prospective Bidders in the preparation and delivery of its submission.

7. Pricing

7.1. No change in the prices submitted shall be considered after receipt of response to the Bid submission within the 90 days' validity.

8. Amplification of Submissions

8.1. FASSET may, after the opening of submissions, call on the prospective Bidder to amplify in writing any matter which is not clear in the prospective Bidder's submission and such amplification shall form part of the original submission. In the event of the prospective Bidder failing to supply such information within a reasonably stipulated time, the submission will be liable to rejection.

9. Cost of Proposal

9.1. Bidders shall bear all costs associated with the preparation and submission of their proposals, FASSET will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

10. Bid Documents

10.1. This document in its entirety serves as the complete Bid document. Proposals offering only part of the requirements will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this document. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of their proposal.

11. Documents Comprising the Proposal

11.1. In preparing the technical and price components of the submissions all references to descriptive material and brochures should be included in the appropriate response paragraph, although material documents themselves may be provided as annexes to the proposal / response. Bidders are requested to focus on the provision of relevant information and to limit the amount of marketing and "boilerplate" material. The successful

Bidder's proposal may be incorporated in whole or in part in the final contract. Any information that the Bidder considers proprietary should be marked as such.

12. Information

12.1. Information that the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will be treated as such accordingly,

13. Period of Validity

13.1. Proposals shall remain valid for ninety (90) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by FASSET on the grounds that it is non-responsive.

13.2. In exceptional circumstances, FASSET may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

14. Format and Signing of Proposals

14.1. Bidders are requested to make two (2) envelope submissions in hard copies. One (1) envelope marked "Functionality and the second (2) envelope marked Financial". In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc). In the event of any inconsistencies between them, the original shall prevail. The four proposals shall be signed by the Bidder, or a person or persons duly authorised to bind the Bidder to the contract.

15. Interlineations

15.1. A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the proposal.

16. Performance Based Agreement

16.1. This is a performance-based agreement that shall run from awarding the tender to the successful bidder till the completion of the tender.

17. Payment

17.1. The successful Bidder shall be paid upon submission of an invoice for each transaction of satisfactory work detailed in the scope and submission of supporting documents.

18. Due Diligence

18.1. FASSET reserves the right to exercise due diligence to submitted tenders.

19. Compliance to Legislations

19.1. The successful bidder shall comply with all relevant legislation that pertains to contracts of this nature.

20. Summary of Compliance & Elimination Reasons

20.1. The table below summarises the reasons for bid elimination which may be imposed in the pre-compliance checking process. Prior to the bid being evaluated for functionality the

tabulated areas below are assessed, and where the bid does not meet the criteria, the bid will be eliminated and will not be submitted to the next phase for the assessment of functionality.

Area	FASSET Requirement	
1	Bidders are requested to make three (3) envelope submissions in hard copies. One (1) envelope marked "Functionality and the second (2) envelope marked Financial". In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc) inside the envelope	Bid will be eliminated
2	Vendor acceptable with reference to National Treasury "Restricted List"	Bid will be eliminated if they appear on this list
3	Vendor acceptable with reference to National Treasury "Tender Defaulters List"	Bid will be eliminated if they appear on this list
4	POPIA Act Consent form completed and signed and each page initialled.	FASSET publishes tender information on public platforms, consent to share details about bidders is required
5	SBD 1: Invitation to Bid completed in full, signed and each page initialled.	Bid must initial each page and complete in full. NB: indicate if not applicable
6	SBD 3.1: Pricing Schedule – Firm prices (Purchases)	Bid must initial each page and complete in full. NB: indicate if not applicable
7	SBD 4: Declaration of Interest completed in full and signed and each page initialled.	Bid must initial each page and complete in full. NB: indicate if not applicable
8	SBD 6.1: Preference Points Claim Form completed in full and signed and each page initialled.	Bid must initial each page and complete in full. NB: indicate if not applicable
9	SBD 7.2: Contract Form – Rendering of Service completed and signed in full and each page initialled	Will be completed by the successful bidder. NB: indicate if not applicable

10	Valid BBBEE certificate, or certified copy thereof, issued by a SANAS accredited verification agency, or an affidavit for EMEs and QSEs or an affidavit issued by the CIPC. A trust, Consortium/Joint Ventures must submit their consolidated BBBEE Certificate and a joint venture agreement.	Bidder will score zero for specific goals
11	Business Registration Certificates issued by CIPC	Bidder will score zero for specific goals
12	VAT registration certificate (VAT103) must be submitted (where applicable)	VAT cannot be charged by bidders not registered for VAT
13	Copy of Identity Document for all directors/shareholders	Bidder will score zero for specific goals
14	Medical reports (If person with disability is one of the goals)	Bidder will score zero for specific goals

SBD 1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FASSET

BID NUMBER: **FAS/ARC/EXE/INTERNAL_ AUDIT_SERVICES**

CLOSING DATE: **02 June 2023**

CLOSING TIME: **11:00**

DESCRIPTION: **Internal Audit Services**

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:

.....

OR:



.....
DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
.....
.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 8 hours on weekdays from Monday to Friday 08h00 to 16h30.
ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED).

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER.....

CELLPHONE NUMBER:.....

FACSIMILE NUMBER:.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)
YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)
YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT

(CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM

(SANAS); OR.....

A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO [IF
YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ms Mathapelo Makomene

Tel: 011 476 8570

E-mail address: tenders@fasset.org.za



SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

2.2

Full Name	Identity Number	Name of State institution

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



SBD 6.1 - PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

DEFINITIONS

(a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

(b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

(c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-based Black Economic Empowerment Act;

(f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents. (g) **“prices”** includes all applicable taxes less all unconditional discounts; (h) **“proof of B-BBEE status level of contributor”** means:

- 1) B-BBEE Status level certificate issued by an authorized body or person;
- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;

(i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(j) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$Ps \square 80 \square 1 \square \frac{Pt \square Pmin \square \square}{Pmin \square \square} \quad \text{or} \quad Ps \square 90 \square 1 \square \frac{Pt \square Pmin \square \square}{Pmin \square \square}$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 3.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)



The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?.....%
- ii) The name of the subcontractor..... iii) The B-BBEE status level of the subcontractor.....
- iv) Whether the sub-contractor is an EME or QSE (**Tick applicable box**)
- | | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|
- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm.....
- 8.2 VAT registration number.....
- 8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a



period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
--

SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I.....in my capacity as.....
accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)



--	--	--	--	--

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

WITNESSES

1

2

DATE:

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by FASSET, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual communicating with FASSET and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that FASSET requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.



2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

FASSET is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting FASSET initiatives to the Department of Higher Education and Training;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Clearance Certificates from SARS;
- Verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other research reports;
- providing personalised communications;
- complying with the law; and/or
- for a purpose that is ancillary to the above.

Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will FASSET process personal information?

FASSET will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual;
- from an agent, work colleague or other duly authorised representative;
- from service providers that were provided with services or goods by the individual; from service providers who provided with services or goods to FASSET;
- from FASSET's own records relating to previous supply of services or goods; and/or from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of FASSET's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

- I hereby agree with the policy and provide authorisation to FASSET to process the personal information provided for the purpose stated.

SECTION B: POPI ACT CONSENT FORM

- I understand that withholding of or failure to disclose personal information will result in FASSET being unable to perform its functions and/or any services or benefits I may require from FASSET.
- Where I shared personal information of individuals other than myself with FASSET I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold FASSET not responsible in respect of any claims by any other person on whose behalf I have consented, against FASSET should they claim that I was not so authorised.
- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold FASSET responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide FASSET with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if FASSET agrees to same in writing. FASSET specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the Information Officer at popia@fasset.org.za.
- A copy of the full FASSET policy is available at our offices, situated at 296 Kent Avenue, Ferndale, Randburg, South Africa.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify FASSET so that our records may be updated. FASSET will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual have the right to access their personal information that FASSET may have in its possession and are entitled to request the identity of which third parties have received and/or

processed personal information for the purpose. Please note however, that any request in this regard may be declined if:

- the information comes under legal privilege in the course of litigation,
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to FASSET,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Requesting access and lodging of complaints:

- Please submit any requests for access to personal information in writing to FASSET's information officer at popia@fasset.org.za.
- With any request for access to personal information, FASSET will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- There may be a reasonable charge for providing copies of the information requested.
- If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

Signature:



FINANCIAL PROPOSAL

The Pricing Schedule should be submitted in a separate sealed envelope. Pricing should not be reflected in any other part of the proposal or cover thereof.

Bidders are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project.

PRICING SCHEDULE

The following pricing schedule will be used for the purpose of evaluation.

First Year		
Level of Resource	Proposed Rate Per Hour (Vat Inclusive)	Estimated Hours
Engagement Partner		Hours Per Annum
Manager		
Senior Auditor		
Auditor		
Specialists IT		
Total Including VAT – 1st Year		
Second Year		
Level of Resource	Proposed Rate Per Hour (Vat Inclusive)	Estimated Hours
Engagement Partner		Hours Per Annum
Manager		
Senior Auditor		
Auditor		
Specialists IT		
Total Including VAT – 2nd Year		
Third Year		
Level of Resource	Proposed Rate Per Hour (Vat Inclusive)	Hours on a Project
Engagement Partner		Hours Per Annum
Manager		
Senior Auditor		
Auditor		
Specialists IT		
Total Including VAT – 3rd Year		
YEAR 1 TO 3: SUMMARY OF COST BREAKDOWN		
(TOTAL BID PRICE MUST INCLUDE ALLOWANCE FOR STAFF AND OTHER INCREASES FROM YEAR 2 TO 3)		
Year	Total Price Including VAT	
Year 1		

Year 2		
Year 3		
Grand Total Including VAT		