



RFP NUMBER:	RFP/SASSETA/24251110
DESCRIPTION:	Appointment of a reputable, suitable and qualified firm for the provision of Internal Audit Services for three (3) years contract from date of appointment.
PUBLISH DATE:	14 June 2024
CLOSING DATE:	8 July 2024
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY	Proposals to be submitted electronically via email to audit@sasseta.org.za Quoting the reference (RFP/SASSETA/24251110)
ATTENTION:	Ms. Lebo Hlombe
<p>The email address (audit@sasseta.org.za) is for the submission of tender proposals only and will only be accessed by SASSETA after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to scm01@sasseta.org.za</p>	

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If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Pricing schedule (Annexure B)
8. CV of the Engagement Director and the ICT Audit Manager (Annexure C)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

1.2.1 There will be no briefing session for this Request for Proposal

1.3 CLARIFICATIONS/QUERIES

1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at scm01@sassetta.org.za by 12h00 on the **28 June 2024**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

1.4.1 Proposals to be submitted electronically only via email to:
audit@sassetta.org.za (**maximum size of the email 30MB**)

1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**

1.4.1.2 Submission(s) that exceed 30MB can be made through the method of, WeTransfer, google drive etc. **Bidders are advised NOT to set expiry date on the submission(s) made.**

1.4.1.3 Bidders are advised to double check their submission(s) before responding to the bid.

1.5 Closing date and time: 8 July 2024 @11h00

1.6 LATE BIDS

1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.7 PRICING

1.7.1 Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.3

Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy-class flights
- Book Group A hire cars, otherwise Group B are to be used following SASSETA's approval
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle
- services when traveling to and from the airport.
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
- Submit all applicable invoices/receipts for the travel undertaken and also, a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into a negotiation with a prospective service provider.
- 1.8.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
- 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
 - 1.9.2.4 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1. BACKGROUND

2.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) is an education and training authority established as a juristic person in terms of Section 9 of Skills Development Act, 1998 (Act No. 97 of 1998 as amended). SASSETA's licence has been renewed until the 31 March 2030. SASSETA is classified as a schedule 3A Public entity in terms of the Public Finance Management Act No.1 of 1999 as amended (PFMA) and reports to the Department of Higher Education and Training (DHET).

2.2. PURPOSE

2.2.1. SASSETA seeks to appoint a reputable, suitable and qualified firm for the provision of Internal Audit Services for three (3) years contract from date of appointment.

2.3. SCOPE OF WORK AND DELIVERABLES

2.3.1. The internal audit service must be conducted in accordance with the standards set by the Institute of Internal Auditors (IIA).

2.3.2. The scope of internal audit services shall entail evaluating the adequacy and effectiveness of the organisation's systems and processes of internal controls and risk management within the following auditable areas:

SASSETA Programme	Audit Area
Programme 1: Administration	<ul style="list-style-type: none">• Governance, Risk and other compliance matters• Finance• Supply Chain Management• Human Resources• ICT• Marketing• Auxiliary
Programme 2: Research, Skills Planning, Monitoring, Evaluation, and Reporting	<ul style="list-style-type: none">• Research and Skills Planning (Mandatory Grants)• Monitoring, Evaluation and Reporting (MER)
Programme 3: Learning Programmes & Projects	<ul style="list-style-type: none">• Learning Programmes (Discretionary Grants - Pivotal & non - Pivotal)
Programme 4: Quality Assurance (ETQA)	<ul style="list-style-type: none">• Quality Assurance (ETQA)

2.3.3. The activities to be undertaken shall include:

- a) Review and report on the adequacy and effectiveness of internal control systems.
- b) Use SASSETA's existing risk registers as a starting point and enhance the institution's risk management through continuous risk identification (including identification of emerging risks) during the course of the internal audit plan.
- c) Assess risk areas of the entity's operations to be covered in line with the audit stipulated in section 2.3.2.
- d) Compile a well-documented internal audit rolling plan which will be in line with the results of the risk assessment, previous audit reports (internal and external), and the organisation's operational and strategic risk registers based on the audit highlighted in section 2.3.2.;
- e) Compile a plan indicating the scope of each audit activity in the internal audit plan.
- f) Assess the progress of Management's audit action plans (internal and external) to ensure that they are implemented and met within agreed timelines;
- g) Review and report on the adequacy, reliability and accuracy of the financial information provided by Management and the means used to identify, measure, classify and report such information;
- h) Assess the design and effectiveness of the internal controls in place and make recommendations to Management and those charged with governance to improve the control environment of the SETA,
- i) Carry out Ad-Hoc audit and other consulting work as and when requested by Executive Management and those charged with governance.
- j) Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;
- k) Review the systems established by Management to ensure compliance with those policies, plans, procedures, laws and regulations that could have a significant impact on operations, and determine whether the organisation is in compliance with its regulatory universe.
- l) Reviewing operations or programmes related to the core mandate of the SASSETA to ascertain whether results are consistent with established objectives and goals and whether the operations or programmes are being carried out as planned, in line with the prior year reports on the audit of predetermined objectives.
- m) Perform ICT Audit, Internal control and quality assurance reviews;
- n) Perform first level assessment process in possible and probable forensic audit matters (i.e., this will entail assessing if there is Prima Facie evidence that will warrant an investigation)
- o) Review the planning, design, development, implementation and operation of major computer-based systems to determine whether:
 - i) adequate controls are incorporated in systems, infrastructure, network and applications;
 - ii) ICT Security (including cyber security) is adequate and commensurate with protecting sensitive, critical and important data and information;
 - iii) thorough systems testing is performed at appropriate stages;
 - iv) Assess the effectiveness of ICT governance within the organisation;
 - v) System implementation review of all automation projects
- p) System documentation is complete and accurate; and the needs of users are met.
- q) Prepare internal audit governance and compliance documents as prescribed in Treasury Regulations paragraph 3.2.7 on a timely basis to be reviewed by Audit and Risk Committee.

- r) Enhance the Combined Assurance Model through robust participation with the external auditor, which must occur at least twice a year,
- s) Conduct Audit of performance information for the Annual Performance Report
- t) Engage with Management and those charged with governance through the attendance and participation in meetings invited to such as Risk Management Committee, Audit Steering committee, Audit and Risk Committee meetings, etc;
- u) Actively reducing audit fatigue and enhancing external auditor reliance on the work of Internal Audit through regular meetings with external auditors.
- v) Review the completeness and accuracy of the MER processes in identifying and addressing gaps within the Learning Programmes monitoring and evaluation programme
- w) Conduct an investigation related to Fruitless, and Irregular Expenditure in line with the paragraph 2.3 of the Policy on material loss through criminal conduct, irregular, fruitless and wasteful expenditure.
- x) Deliver to the Chairperson of the Audit and Risk Committee and the CEO authorised copies of the Internal Audit Review Report per activity.

2.3.4. Conducting of Audit Assignments:

- a) Compliance with GRAP standards.
- b) Compliance with laws and regulations including applicable circulars.
- c) Assignments are to be performed in accordance with the Service Provider's Internal Audit procedures in compliance with the standards set by the Institute of Internal Auditors.
- d) Quality assurance reviews of the work.
- e) The successful Internal Audit Service Provider shall ensure that all work conforms to the Standards for the Professional Practice of Internal Auditing (as per the Institute of Internal Auditors). Such work shall further be subject to an external quality assurance as may be considered necessary and appropriate by the organisation's Audit and Risk Committee.
- f) Independence and objectivity of the auditing staff members
- g) In carrying out the work, the Internal Audit Service Provider must ensure that its staff members maintain their objectivity by remaining independent of the activities they audit.
- h) In planning and conducting its work, the Service Provider should seek to identify serious defects in the organisation's internal controls and systems which might result in possible malpractices. Any such defects must be reported immediately to the appointed Project Manager, the CEO and the Audit and Risk Committee without disclosing these to any other members of staff. This applies to instances where serious fraud and irregularity is uncovered.

2.4. SUBMISSION REQUIREMENTS

- 2.4.1. The Engagement Director to have a valid Institute of Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA) certificate. **Non-submission of the IIA certificate, or SAICA certificate will lead to automatic disqualification of the bidder's proposal.**
- 2.4.2. Bidders to submit the certificate of registration with the Information Regulator of South Africa in the name of Engagement Directors/Partners of the firm either as Information Officer or Deputy information Officer. **Non-submission of the Information Officer or Deputy information Officer certificate will lead to automatic disqualification of the bidder's proposal.**

- 2.4.3. The Team leader on the ICT Audit to have a valid Information systems Audit and Control Association (ISACA) certificate. **Non-submission ISACA certificate will lead to automatic disqualification of the bidders proposal**
- 2.4.4. The Bidding company to submit a CV and complete Annexure C for the Engagement Director indicating a minimum of ten (10) years internal audit experience and a minimum of four (4) assignments as an Engagement Director.
- 2.4.5. The Bidding company to submit a CV and complete Annexure C for the Team Leader on ICT audit indicating a minimum of five (5) years of ICT audit experience and a minimum of three (3) assignments as an ICT audit Team Leader.

2.5. RELEVANT EXPERIENCE

- 2.5.1. The bidding company to provide a minimum of three (3) signed reference letters on the client's letterhead where Internal Audit services contracts of three (3) years or more were rendered.

2.6. DURATION

- 2.6.1. The assignment is expected to be for a three (3) year period from date of appointment. Estimated audit time of this assignment on all the auditable areas mentioned on **2.3.2** above is **15 000** hours for the full three (3) years.

2.7. PRICING

- 2.7.1. Bidders are required to quote hourly rates of all the proposed resources. For price comparability reasons, service providers are requested to base total pricing of this bid at a total of **15 000** hours for all auditable areas mentioned on **2.3.2** above.
- 2.7.2. Bidders to complete the pricing schedule stated on Annexure B to this tender and state their total contract price on SBD 3.3 of this tender.

2.8. ACCOUNTABILITY AND REPORTING

- 2.8.1. The service provider will report administratively to the Chief Financial Officer (CFO) and functionally to the Audit and Risk Committee (ARC) for the duration of the assignment.

3. PROPOSED SELECTION CRITERIA

3.1. Compliance with minimum requirements

3.1.1. All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids who have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

3.2. Conditions for selection/short listing

3.2.1. Phase 1 – Service Providers to:

- Email their proposal by the closing date and time. **Proposals received after the closing date and time will be disqualified from further evaluation.**
- The Engagement Director to have a valid Institute of Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA) certificate. **Non-submission of the IIA certificate, or SAICA certificate will lead to automatic disqualification of the bidder's proposal.**
- Bidders to submit the certificate of registration with the Information Regulator of South Africa in the name of Engagement Directors/Partners of the firm with information Regulator either as information Officer or Deputy information Officer. **Non-submission of the Information Officer or Deputy information Officer certificate will lead to automatic disqualification of the bidder's proposal.**
- The Team leader on the ICT Audit to have a valid Information systems Audit and Control Association (ISACA) certificate. **Non-submission ISACA certificate will lead to automatic disqualification of the bidders proposal.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, and SBD 6.1.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal.

3.2.2. Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

PROPOSED SELECTION CRITERIA

Functionality Evaluation

All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 2.

0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements

1: Satisfactory should be adequate for stated element

2: Exceptional mastery of the requirement should ensure extremely effective performance.

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Proposed Technical approach and research methodology of the bidder:	Rating scale			
<p>The Bidding Company to submit a proposed Internal Audit Plan of action specific to SASSETA's requirements to achieve the objectives of the outsourced internal audit function. The plan should be brief and concise responding/mentioning ALL the auditable areas as per 2.3.2. (40 points)</p> <p>NB: A plan that is submitted and only talking to the SASSETA Programmes will score zero (0). <u>The required plan MUST mention all the eleven (11) auditable areas.</u></p>	0	Bidding company did not submit an Internal Audit Plan/The submitted Internal Audit plan is not linked to the scope of work/ the submitted internal audit plan does not mention each auditable area	40	
	1	Bidding company submitted an Internal Audit Plan that mentions the required timeframes and deliverables on all the eleven (11) auditable areas		
	2	Bidding company submitted an Internal Audit Plan that mentions the required timeframes and deliverables on all the eleven (11) auditable areas. Project plan to include the 15 000 hours for this three (3) year assignment divided per person on each activity and the resource/s that will undertake each activity.		
Suitability of the proposed team:	Rating scale	Evaluation criteria		
<p>The Bidding company to submit a CV and complete Annexure C for the Engagement Director indicating a minimum of ten (10) years internal audit experience and a minimum of four (4) assignments as an Engagement Director</p> <p>The Engagement Director should possess a</p>	0	The Bidding Company did not submit the CV and Annexure C of the Engagement Director. The submitted CV and Annexure C has less than ten (10) years of internal audit experience. The submitted CV and Annexure C of the Engagement Director does not explicitly detail the number of years of internal audit experience.	15	

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
<p>minimum of NQF level 7 qualification in the following fields;</p> <ul style="list-style-type: none"> - Internal Audit - Finance <p>Annexure C to be attached demonstrating in detail the years of experience of Engagement Director. (15 points)</p> <p>NB. Bidders are encouraged to be specific on the years of experience of the Engagement Director</p>	1	<p>The CV and Annexure C of the Engagement Director explicitly demonstrates a minimum of ten (10) years of internal audit experience with a minimum of four (4) assignments as an Engagement Director and NQF level 7 a minimum qualification in the following fields;</p> <ul style="list-style-type: none"> - Internal Audit - Finance 		
	2	<p>The CV and Annexure C of the Engagement Director explicitly demonstrates more than ten (10) years of internal audit experience with more than four (4) assignments as an Engagement Director and a minimum NQF level 7 qualification in the following fields;</p> <ul style="list-style-type: none"> - Internal Audit - Finance 		
<p>The Bidding company to submit a CV and complete Annexure C for the Team Leader on ICT audit indicating a minimum of five (5) years of ICT audit experience and a minimum of three (3) assignments as an ICT audit Team Leader. The ICT audit Team Leader should possess a minimum of NQF level 7 qualification in Information and Communication Technology</p> <p>Annexure C to be attached demonstrating in detail the years of experience of ICT Audit Team Leader. (15 points)</p> <p>NB. Bidders are encouraged to be specific on the years of experience of the ICT Audit Team Leader.</p>	0	<p>The Bidding Company did not submit the CV and Annexure C of the ICT audit Team Leader. The submitted CV and Annexure C of the ICT Team Leader has less than five (5) years of ICT audit experience. The submitted CV and Annexure C does not explicitly detail the number of years of internal audit experience.</p>	15	
	1	<p>The CV and Annexure C of the ICT Team Leader explicitly demonstrates a minimum of five (5) years of ICT audit experience with a minimum of three (3) assignments as an ICT audit Team Leader and a minimum of NQF level 7 qualification in Information and Communication Technology</p>		
	2	<p>The CV and Annexure C of the ICT Team Leader explicitly demonstrates more than five (5) years of ICT audit experience with more than three (3) assignments as an ICT audit Team Leader and a minimum of NQF level 7 qualification in Information and Communication Technology</p>		
<p>Suitability of the bidding Company:</p>	<p>Rating scale</p>			

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
<p>The bidding company to provide a minimum of three (3) signed reference letters on the client's letterhead where Internal Audit services contracts of three (3) years or more were rendered.</p> <p>NB.: The signed reference letters from different clients must be on clients' letterhead, with contact details, type of work rendered, signed and dated. (30 points)</p>	0	The Bidding Company does not have internal audit and IT audit experience demonstrated/Bidding Company did not submit signed reference letters relevant to this assignment in the Public Sector/Bidding Company submitted two (2) or less signed reference letters for this assignment where each contract undertaken was for a period of three (3) years or more.	30	
	1	The Bidding Company demonstrates three (3) Internal Audit and IT Audit assignments previously undertaken with Public Entities and three (3) reference letters supporting the assignments where each contract undertaken was for a period of three (3) years or more was submitted.		
	2	The Bidding Company demonstrates four (4) or more Internal Audit assignments previously undertaken with Public Entities and four (4) or more signed reference letters supporting the assignments where each contract undertaken was for a period of three (3) years or more was submitted.		
Total points for functionality				100

Bidders are required to meet a minimum functionality threshold of 80% for functionality in order for them to be shortlisted for phase 3 of the evaluation. **Bidders who do not score 80% for functionality will be disqualified from further evaluation.**

3.2.3. Phase 3 – Price and Specific Goals

- The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2.4. ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	RFP/SASSETA/24251110	CLOSING DATE:	8 July 2024
		CLOSING TIME:	11h00
DESCRIPTION	Appointment of a reputable, suitable and qualified firm for the provision of Internal Audit Services for three (3) years contract from date of appointment		
PROPOSALS TO BE EMAILED:			
Proposals to be submitted electronically only via email to audit@sasseta.org.za			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms. Lebo Hlombe	CONTACT PERSON	Ms. Lebo Hlombe
E-MAIL ADDRESS	scm01@sasseta.org.za	E-MAIL ADDRESS	scm01@sasseta.org.za
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: RFP/SASSETA/24251110
CLOSING TIME: 11h00	CLOSING DATE: 8 July 2024

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. **Bidders to complete Annexure B to this tender and record the summary of the prices on this document.**

SASSETA Programme	Audit Area	Total costs for <u>Y1</u> (incl. of VAT)
Programme1: Administration	<ul style="list-style-type: none"> Governance, Risk and other compliance matters Finance Supply Chain Management Human Resources ICT Marketing Auxiliary 	R
Programme 2: Research, Skills Planning, Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> Research and Skills Planning Skills Planning (Mandatory Grants) Monitoring, Evaluation and Reporting (MER) 	R
Programme 3: Learning Programmes	<ul style="list-style-type: none"> Learning Programmes (Discretionary Grants - Pivotal & non - Pivotal) 	R
Programme 4: Quality Assurance (ETQA)	Quality Assurance (ETQA)	R
Attendance of meeting		R
TOTAL NUMBER OF HOURS		5500

Bidders are required to provide detailed quote on hourly rates of all the proposed resources. For price comparability reasons, service providers are requested to base total pricing of this bid at a total of 15 000 hours for all auditable areas mentioned on 2.3.2 above as listed below within a three (3) year period:

TOTAL COST OF ALL RESOURCES ON AN AVERAGE FOR Y1 IS 5500 HOURS R _____

TOTAL COST OF ALL RESOURCES ON AN AVERAGE FOR Y2 IS 5000 HOURS R _____

TOTAL COST OF AL RESOURCES ON AN AVERAGE FOR Y3 IS 4500 HOURS R _____

R.....
 (total bid price incl. VAT for the three (3) year period)

ADHOC COST (e.g. conducting forensic investigation, special audit & etc.)

Audit Team	Rate per hour
Auditor	R
Assistant Manager	R
Audit Manager/Team Leader	R
Engagement Director	R
Any other level necessary (Specify)	R

Bidders are to complete the names and surnames of the proposed **Audit Manager/Team Leader** on this assignment and ensure that comprehensive CVs of this member is attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME NB. Bidders to record only one name per resource below. If more than one name is provided, the evaluation will be conducted on the top name only.	IS CV ATTACHED? <i>(circle the response below)</i>	IS A VALID IIA, SAICA, ISACA CERTIFICATE? <i>(circle the response below)</i>	IS THE QUALIFICATION ATTACHED <i>(circle the response below)</i>
1.	Engagement Director		Yes/No	Yes/No	Yes/No
2.	ICT Audit Team Leader		Yes/No	Yes/No	Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

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 interest 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

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

2.2 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**

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 consortium¹ 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

.....

¹ 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.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to quote:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

1.3 Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

1.5 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 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 quotation.
- b) For the purposes of this quotation, the bidder 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 bid:

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

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	<u>Bidders to record the number of points claimed in the rows below (80/20 system)</u> (To be completed by the bidder)
At least 100% Black People Ownership	10.00	
At least 30% Black Women Ownership	5.00	
At least 30% Black youth ownership	5.00	
Total	20.00	

NB: Specific goals will not be rewarded to bidders who do not record their points in the table above

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned
- Company[TICK
APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I 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 1.4and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state 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 favourable 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 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, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF BIDDER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p>

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: The Engagement Director to have a valid Institute of Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA) certificate. Non-submission of the IIA certificate, or SAICA certificate will lead to automatic disqualification of the bidder's proposal.	
9.	Part 9: Team leader on the ICT Audit to have a valid Information systems Audit and Control Association (ISACA) certificate. Non-submission ISACA certificate will lead to automatic disqualification of the bidder's proposal	
10.	Part 10: Bidders to submit the certificate of registration with the Information Regulator of South Africa in the name of Engagement Directors/Partners of the firm with information Regulator either as Information Officer or Deputy information Officer. Non-submission Information Officer or Deputy information Officer certificate will lead to automatic disqualification of the bidder's proposal	
11.	Part 11: The Bidding Company submitted a proposed Internal Audit Plan of action specific to SASSETA's requirements to achieve the objectives of the outsourced internal audit function.	
12.	Part 12: CV and Annexure C for the Engagement Director ten (10) or more years internal audit experience and four (4) or more assignments as an Engagement Director. The engagement Director to possess NQF level 7 or higher qualification in the Internal Audit/Finance	
13.	Part 13: CV and Annexure C for the Team Leader on ICT audit indicating five (5) years of ICT audit experience and three (3) or more assignments as an ICT audit Team Leader.	
14.	The ICT Team leader should possess NQF level 7 or higher qualification in Information and Communication Technology	
15.	Part 14: Three (3) or more signed reference letters on the client's letterhead where Internal Audit services contracts of three (3) or more years were rendered.	

16.	Part 15: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	

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