



RFP NUMBER:	RFP/SASSETA/20211107/1
DESCRIPTION:	Appointment of an Internal Audit Services Provider for a period of three (3) years
PUBLISH DATE:	2 May 2021
CLOSING DATE:	24 May 2021
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	11 May 2021
COMPULSORY BRIEFING SESSION TIME	10h00 – 12h00 Prospective Bidders to join the meeting by 10h14. Prospective Bidders will not be accepted into the meeting from 10h15 on the day of the briefing session.
<u>VIRTUAL</u> COMPULSORY BRIEFING SESSION VENUE	Microsoft (MS) teams – Prospective Bidders to join the meeting via SASSETA Website www.sasseta.org.za
VALIDITY PERIOD:	120 Days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY OR HAND DELIVERED/ COURIERED TO:	SASSETA Offices Building 2 Corporate Campus 74 Waterfall Drive Waterfall City Midrand 2090. audit-1@sasseta.org.za
ATTENTION:	Ms Lebo Hlombe
NB: Bidders must ensure that they sign the tender register at the reception when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation.	

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. Special Conditions of Bid and Contract
2. Invitation to Bid (SBD 1)
3. Pricing schedule (SBD 3.1)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2017 (SBD 6.1). Bidders are to submit a certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
6. Declaration of bidder's Past SCM Practices (SDB 8)
7. Certificate of Independent Bid Determination (SBD 9)
8. Submission Checklist
9. General Conditions of Contract (Annexure A)
10. Map to SASSETA offices (Annexure B)

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

Bidders must not display the SASSETA logo in any shape or form on proposals sent to SASSETA for consideration.

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 a compulsory virtual briefing session for this Request for Proposal

Date: 11 May 2021

Time: 10h00 -12h00

Venue: Virtual Microsoft (MS) Teams meeting

NB.: Prospective Bidders to join the meeting by 10h14 on the day of the briefing session. Prospective Bidders will not be accepted into the meeting from 10h15.

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 scm04@sasseta.org.za by **Friday 14th May 2021 at 11h00**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.** If clarifying information will be made available to all bidders by e-mail only.

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted:

(A) Electronically via email to audit-1@sasseta.org.za

OR

(B) Be couriered, posted or hand delivered to:

Ms Lebo Hlombe
Supply Chain Management
SASSETA Offices
Building 2 Corporate Campus
74 Waterfall Drive
Waterfall City
Midrand
2090

Bids should be submitted in a sealed envelope, marked with:

- ❖ RFP number: RFP/SASSETA/20211107/1
- ❖ **Closing date and time: Monday 24 May 2021 at 11h00**
- ❖ The name and address of the bidder

Documents submitted on time by bidders shall not be returned.

1.5 LATE BIDS

- 1.5.1 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. Bids received late shall be returned unopened to the bidder with the person delivering the documents. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)
- 1.5.3 Bids sent to SASSETA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the SASSETA premises (tender box). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premises due to security arrangements that need to be observed.**

1.7 FORMAT OF BIDS

- 1.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.
- 1.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing Schedule (SBD 3.1)

Bidders Must complete SBD 3.1 as attached to this request in full and also must submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference.

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

Part 3: Declaration of Interest (SBD 4)

Each party to the bid must complete and submit the Declaration of Interest.

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)

Bidders must complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- ❖ will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.
- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Part 5: Declaration of bidders past supply chain management practices (SBD 8)

Each party to the bid must complete and submit the Declaration of past supply chain management practices

Part 6: Certificate of Independent Bid Determination (SBD 9)

Bidders must complete and submit the "Certificate of Independent Bid Determination" document.

Part 7: Broad Based Black Economic Empowerment Certificate

Bidders are to submit an Original/Certified copy of a valid BBEE Certificate or a sworn affidavit.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid. or a letter from an Accounting Officer/ Auditor or a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

Part 8: General Conditions of Contract

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

Part 9: Technical approach

Bidder must at least:

Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. Bidders are required to have the basic office equipment and the resource/s (which must include, laptop, 3G connection, landline, own office with the basic office equipment) will be located within the region where the work will be done. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.

Describe how the work will be managed. Provide an organisation chart clearly indicating:

- ❖ The lines of reporting and supervision within the bidder's team.
- ❖ The lines of reporting between the bidder and SASSETA.

Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.

Describe the tasks, duties or functions to be performed by staff in these positions.

Indicate the number of hours required to complete each task and the number of hours to be provided by each team member. The bidder must be able to work within strict time lines and have the capacity to do so.

Provide information on any additional value added services for consideration by SASSETA, and which will form part of the overall proposed solution. Please note that the additional value ads must be priced separately in the space provided for in the pricing schedule.

Bidders are to present such information in a matrix. The following is provided merely as guidance. Bidders are free to elaborate as they see fit.

Outcome/output	Activity	Team member(s) involved (name and position)	Person days for each team member	Total person days

Provide a work plan of activities. In addition to providing details of the estimated number of workdays for each activity, bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.

Please note that part 9 should be no longer than 10 single-sided A4 pages in Arial 11 (font size).

Part 10: Team Details

The bidder must provide:

- ❖ Comprehensive curriculum vitae (relevant to this bid) (Annexure D) to be submitted with this bid. In particular, the CVs must highlight the team members' experience to carry out the work

NB: It is to be noted that the team leader proposed for this assignment cannot be replaced without prior approval by the SASSETA.

Part 11: Experience in this field

It is essential the Bidder:

- ❖ Displays experience as set out in the terms of reference

- ❖ Provide signed reference letters on company letterheads of previous clients where the Bidder provided the services as per the terms of reference.

Part 12: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

Part 13: Bidder's quotation on their Company letterhead

Bidders to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs

Part 14: Bidders Detailed costing on Annexure C

Bidders to complete and submit the pricing schedule stated on Annexure C to this tender and state their total contract price on SBD 3.3 of this tender.

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
 - ❖ Cancel or delay the selection process at any time, without explanation,
 - ❖ Not to select any of the respondents to this bid invitation, without explanation,
 - ❖ Exclude certain services, without explanation.
- 1.8.4 All bidders will be informed whether they have been successful or not. 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 may 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.
- 1.9.3 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 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

2.1.2 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

2.3.1. The internal audit service (delete) must be conducted in accordance with the standards set by the Institute of Internal Auditors (IIA). **A valid Institute of Internal Auditors (IIA) certificate of the Audit Manager/Team Leader proposed for this assignment to be submitted with the Bidder's response.**

2.3.2. **Non-submission of the Audit Manager/Team Leader's IIA certificate will lead to disqualification of the bidder's proposal.**

2.3.3. 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 and Risk• Finance• Supply Chain Management• Human Resources• ICT• Marketing
Programme 2: Skills Planning, Monitoring, Evaluation, Reporting & Research.	<ul style="list-style-type: none">• Research• Monitoring, Reporting and Evaluation• Skills Planning (Mandatory Grants)
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)

2.3.4. 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 audits stipulated in section 2.1.4.
- 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 audits highlighted in section 2.1.4.;
- 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 audits 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 IT Audit, forensic audit, control self-assessment and quality assurance reviews;
- n) 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) IT 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;
- o) system documentation is complete and accurate; and the needs of users are met.
- p) 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.
- q) Enhance the Combined Assurance Model through robust participation with the external auditor, which must occur at least twice a year,
- r) Conduct Audit of performance information for the Annual Performance Report

- s) 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;
- t) Actively reducing audit fatigue and enhancing external auditor reliance on the work of Internal Audit through regular meetings with external auditors.

2.3.5. Conducting of Audit Assignments:

- a) Compliance with GRAP standards.
- b) 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.
- c) Quality assurance reviews of the work.
- d) 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.
- e) Independence and objectivity of the auditing staff members
- f) 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.
- g) Fraud and irregularities
- 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.

2.3.6. AUDIT MANAGER/TEAM LEADER

- 2.3.6.1. A valid certificate of the Audit Manager/Team Leader proposed for this assignment to be attached to the Bidder's response. Non-submission of the Audit Manager/Team Leader's IIA certificate will lead to disqualification of the bidder's proposal.
- 2.3.6.2. The Bidding company must submit a clear detail profile of the Manager/Team Leader and indicate the years of experience that the proposed Audit Manager/Team Leader has at a Management level.
- 2.3.6.3. Bidders to complete the CV template (Annexure D) for the Audit Manager/Team Leader demonstrating the years of experience as an Audit Manager/Team Leader.

2.3.7. ASSISTANT MANAGER AND ENGAGEMENT DIRECTOR

- 2.3.7.1. Bidder to complete the CV template (Annexure D) for the Assistant Manager and the Engagement Director demonstrating their years of experience as an Assistant Manager and Engagement Director.

2.4. DELIVERABLES

- 2.4.1. The successful bidder is to deliver to the Chairperson of the Audit and Risk Committee and the SASSETA's CEO authorised copies of the Internal Audit Review Report per activity.

2.5. RELEVANT EXPERIENCE

- 2.5.1. The bidding company must provide a list of recent Internal Audit work undertaken in the Public Sector assignment where each contract undertaken was for a period of three (3) years or more.

In addition, the bidding company must provide supporting documents, in the form of signed reference letters on the client's letterhead where Internal Audit services 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 **10 700** 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 **10 700** hours for all auditable areas mentioned on **2.3.2** above.
- 2.7.2. Bidders to complete the pricing schedule stated on Annexure C 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 directly to the Chief Financial Officer (CFO) 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.

3.1.2. Conditions for selection/short listing

3.1.2.1. All submissions will be evaluated as follows:

3.1.2.1.1. Phase 1 – Service Providers must:

- Email or courier/hand deliver/post their proposal by the closing date and time. **Proposals received after the closing date and time will be disqualified from further evaluation.**
- Submit a valid IIA certificate of the Audit Manager/Team Leader proposed for this assignment. Non-submission of the Audit Manager/Team Leader IIA certificate will lead to disqualification of the bidder's proposal.
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4, SBD 6.1, SBD 8 and SBD 9
- 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

3.1.2.1.2. 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 fourteen (14) 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		
	1	Bidding company submitted an Internal Audit Plan that mentions the required timeframes and deliverables on all the fourteen (14) auditable areas		
	2	Bidding company submitted an Internal Audit Plan that mentions the required timeframes and deliverables on all the fourteen (14) auditable areas. Project plan to include the 10700 hours 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 Audit Manager/Team Leader to demonstrate a minimum of three (3) years' experience as an Audit Manager/Team Leader,</p> <p>Bidders to complete Annexure (D) as provided demonstrating the number of years the Audit Manager/Team Leader has as an Audit</p>	0	The Bidding Company did not submit the CV/Annexure D of the Audit Manager/Team Leader. The submitted CV/Annexure D of the Audit Manager/Team Leader has less than three (3) years of experience as an Audit Manager/Team Leader. The submitted CV/Annexure D of the Audit Manager/Team Leader does not explicitly detail the number of years of experience as an Audit Manager/Team Leader.		

Manager/Team Leader. (30 points) Annexure D to be attached demonstrating in detail the years of experience of the Audit Manager/Team Leader as an Audit Manager/Team Leader. (30 points) NB. Bidders are encouraged to be specific on the years of experience of the Audit Manager/Team Leader.	1	The CV/Annexure D of the Audit Manager/Team Leader explicitly demonstrates a minimum of three (3) years' experience as an Audit Manager/Team Leader		
	2	The CV/Annexure D of the Audit Manager/Team Leader explicitly demonstrates four (4) or more years of experience as an Audit Manager/Team Leader.		
Suitability of the bidding Company:	Rating scale			
<p>The bidding company must provide a list of recent Internal Audit or similar/related work undertaken in the Public Sector assignment where each contract undertaken was for a period of three (3) years or more.</p> <p>In addition, the bidding company must provide supporting documents, in the form of signed reference letters from current/previous clients where Internal Audit services of three (3) years or more was rendered.</p> <p>NB.: The signed reference letters from different clients must be on clients' letterhead, with contact details. (30 points)</p>	0	The Bidding Company does not have audit experience demonstrated/Bidding Company did not submit signed reference letters relevant to this assignment in the Public Sector/Bidding Company submitted three (3) or less signed reference letters for this assignment where each contract undertaken was for a period of three (3) years or more.		
	1	The Bidding Company demonstrates four (4) Internal Audit assignments previously undertaken with Public Entities and four (4) 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 five (5) or more Internal Audit assignments previously undertaken with Public Entities and five (5) 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 70% for functionality in order for them to be shortlisted for phase 3 of the evaluation. **Bidders who do not score 70% for functionality will be disqualified from further evaluation.**

3.1.2.1.3. Phase 3 – Price and B-BBEE

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 Broad-Based Black Economic Empowerment (B-BBEE) as follows:

Evaluation Criterion on Price and BBEE	
Relative competitiveness of proposed price	80
B-BBEE Status Level of Contribution	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2. ADJUDICATION OF BID

- 3.2.1. 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 REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/20211107/1	CLOSING DATE:	24 May 2021	CLOSING TIME:	11h00
DESCRIPTION	Appointment of an Internal Audit Services Provider for a period of three (3) years				
PROPOSALS TO BE EMAILED:					
audit-1@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	Scm04@sasseta.org.za		E-MAIL ADDRESS	Scm04@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? NO			<input type="checkbox"/> YES <input type="checkbox"/>		
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, 2017, 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/20211107/1
CLOSING TIME: 11: 00	CLOSING DATE: 24 May 2021

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)
---------	-------------	--

- 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 C 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)
Programme 1: Administration	<ul style="list-style-type: none"> Governance and Risk Finance Supply Chain Management Human Resources ICT Marketing 	R
Programme 2: Research, Skills Planning & Reporting	<ul style="list-style-type: none"> Research Monitoring, Reporting and Evaluation Skills Planning (Mandatory Grants) 	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		4 000

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 10 700 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 4000 HOURS R _____

TOTAL COST OF ALL RESOURCES ON AN AVERAGE FOR Y2 IS 3500 HOURS R _____

TOTAL COST OF AL RESOURCES ON AN AVERAGE FOR Y3 IS 3200 HOURS R _____

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

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.	NAME AND SURNAME	IS CV ATTACHED? <i>(circle the response below)</i>	IS A VALID IIA CERTIFICATE? <i>(circle the response below)</i>
1.		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).

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a bid or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representatives declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representatives:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder, member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors/trustees/shareholders/members, their individually Identity numbers, tax reference numbers and, if applicable, employee/PERSAL number must be indicated in paragraph 3 below.

1"state means-

- (a) any national or provincial department, national or provincial public entity or constitutional within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

2"shareholder "means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

2.7.1 If so, furnish the following particulars:

Name of person /director /trustees /shareholder /member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES/NO/(N/A)

NB: (Please tick NO or N/A if your answer was NO on 2.7. above)

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES/NO/(N/A)

NB: (Please tick NO or N/A if your answer was NO on 2.7. above)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

2.8 Did you or your spouse, or any of the company's directors/ trustees/ shareholders / members or their spouse conduct business with the state in the previous twelve months? YES/NO

2.8.1 If so, furnish particulars:

.....

.....

NB.: (If a bidder has had a contract with any government department, /municipality/entity/parastatal/SOE, etc. please tick YES on 2.8 above and name the institutions worked for)

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.9.1 If so, furnish particulars:

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars:

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors /trustees / members /shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number/ Pearsal Number	Employee Number
Directors listed here MUST be the same as those listed on CSD.				

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information on all their directors/trustees/members/shareholders

4 DECLARATION

I, THE UNDERSIGNED (NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVES TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(MUST be signed by a duly Authorised Delegate)

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 B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. 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).
- a) The value of this RFP is estimated **not to exceed** R50 000 000, **therefore the 80/20 reference point system shall be applicable.**

1.2 Points for this bid shall be awarded for:

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

1.3 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

1.4 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.

1.5 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.

2. 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;

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: = Level
(Bidder to state their B-BBEE level from level 1 to level 8)

6.2 Number of points claimed = (maximum of 20 points)
(Bidder to state the number of points claimed from 20 to 0)

(Points claimed in respect of paragraph 6.1 and 6.2 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)

7. SUB-CONTRACTING

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- 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

7.2 Name of company/firm:.....

7.3 VAT registration number:.....

7.4 Company registration number:.....

7.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

7.6 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

7.7 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

7.9 I/we, the undersigned, who is / are duly authorised 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 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 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.

WITNESSES

1.

2.

(Bidder to ensure that both witnesses sign this document.)

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

(MUST be signed by a duly Authorised Delegate)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by Institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution supply chain management system
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failure to perform on any previous contract.

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

(MUST be signed by a duly Authorised Delegate)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and bids.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

7. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
8. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
 - or
 - (f) bidding with the intention not to win the bid.
9. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
10. 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 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.

10. 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.

Signature	Date
Position	Name of Bidder

MUST be signed by a duly Authorised Delegate.

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

NO.	DETAILS	TICK BY BIDDER
1.	<ul style="list-style-type: none"> • Part 1: Completed and signed the invitation to bid document (SBD 1) Resolution letter signed by all Directors of the Company appointing a member to sign on behalf of the company. • MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted. 	
2.	<ul style="list-style-type: none"> • Part 2: Completed and signed pricing schedule (SBD 3.1) • MUST be signed by a duly Authorised Delegate. 	
3.	<ul style="list-style-type: none"> • Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> • Directors listed on SBD 4 MUST be the same as those listed on the CSD report. 	
4.	<ul style="list-style-type: none"> • Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) • MUST be signed by a duly Authorised Delegate. • Bidders are to claim B-BBEE points on bullet 6.1. and 6.2. on SBD 6.1 	
5.	<ul style="list-style-type: none"> • Part 5: Completed and signed the Declaration of bidders past Supply Chain Management Practices document (SBD 8). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the Declaration of bidders past Supply Chain Management Practices document)</i> • MUST be signed by a duly Authorised Delegate. 	
6.	<ul style="list-style-type: none"> • Part 6: Completed and signed the Certificate of Independent Bid Determination (SBD 9) • (MUST be signed by a duly Authorised Delegate. 	
7.	<ul style="list-style-type: none"> • Part 7: Submitted an original/ certified copy of a valid BBEE Certificate/Sworn Affidavits. <i>(In case of a trust, consortium or joint venture, bidders will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.</i> • Non-submission of a valid B-BBEE Certificate/Sworn Affidavit will lead to B-BBEE points not awarded 	
8.	<ul style="list-style-type: none"> • Part 8: Submitted the General Conditions of Contract (initialled each page) 	
9.	<ul style="list-style-type: none"> • Part 9: Submitted the Technical approach 	
10.	<ul style="list-style-type: none"> • Part 10: Submitted the Details of the team leader and included their CV 	
11.	<ul style="list-style-type: none"> • Part 11: Submitted Experience in the field document and reference letters 	
12.	<ul style="list-style-type: none"> • Part 12: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration 	
13.	<ul style="list-style-type: none"> • Part 13: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs 	
14.	<ul style="list-style-type: none"> • Part 14: Bidders to complete and submit the pricing schedule stated on Annexure C to this tender and state their total contract price on SBD 3.3 of this tender. 	

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

Bidders must not display the SASSETA logo in any shape or form on proposals sent to SASSETA for consideration.