

REQUEST FOR PROPOSAL

Bid Number: 2023/40

Bid Description: Appointment of an
External Auditor for Sasria SOC
Limited

Closing Date: 8 November 2023

Closing Time: 12h00 pm

Submission: via Sasria's e-tender portal, click

<https://procurement.sasria.co.za/>

Table of Contents

1.	Part 1 - Letter of Invitation	3
2.	Part 2 - Instructions	4
2.1	Sasria.....	4
2.2	Contractual commitment	4
2.3	Confidentiality	4
2.4	Submission Format (Returnable Schedules)	4
2.4.1	Schedule 1:.....	5
2.4.2	Schedule 2.....	5
2.4.3	Schedule 3:.....	5
2.4.4	Schedule 4:.....	5
2.5	Submission of Bids	5
2.6	Queries and clarifications	6
2.7	Reasons for Disqualification or Non- Award	6
2.8	Sasria's Rights	7
2.8	Ethical Dealings.....	7
2.9	Proposal costs	7
2.10	Validity period	7
2.11	Important dates	7
2.12	Transformation	7
3.	Part 3 - RFP Requirements	9
3.1	Special Instructions	9
3.2	Background Information	9
3.3	Scope of Work	9
3.4	Contract Duration	Error! Bookmark not defined.
4.	Part 4 - Financial Proposal	11
5.	Part 5: Qualification and Evaluation Criteria	15
5.1	Evaluation of proposals	15
5.2	Evaluation Criteria	15
5.2.1	Level 1- Governance Verification	15
5.2.2	Level 2- Technical Evaluation	15
5.2.3	Level 3 – Preference Point System	19
6	Part 6 – Required Documents	20
	ANNEXURE A: CONFIDENTIALITY AND NON DISCLOSURE AGREEMENT	21
	ANNEXURE B: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS	33
	ANNEXURE C: SHAREHOLDER INFORMATION	36
	ANNEXURE D: BIDDER'S EXPERIENCE AND PROPOSED PROJECT TEAM.....	37

Part 1 - Letter of Invitation

To the Service Provider:

Sasria SOC Limited hereby invites proposals from suitably qualified service providers for the provision of external audit services to Sasria SOC Ltd (Sasria).

A service provider will be selected under the procedures described in this Request for Proposal (RFP) document.

The RFP consists of the following documents:

- Part 1 – Letter of Invitation
- Part 2 – Instructions
- Part 3 – RFP Requirements
- Part 4 – Financial Proposal
- Part 5 – Pre-Qualification and Evaluation Criteria
- Part 6 – Required Documents
- Annexure A: Confidentiality and Non-disclosure Agreement
- Annexure B: Acceptance of Bid Conditions
- Annexure C: Shareholder Information
- Annexure D: Bidder's Experience and proposed project team
- Invitation to Bid (SBD 1): SBD1 is the entire RFP document filled and signed.
- Disclosure and Declaration (SBD 4);
- Specific Goal Declaration Form (SBD 6.1)

Note: Failure to provide any one of the documents required may lead to an immediate disqualification of the service provider from the tender process.

Consent to Processing of Personal Information.

In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFP, you are consenting to the processing by Sasria, or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Furthermore, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify Sasria against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.

Part 2 - Instructions

2.1 Sasria

Sasria SOC Ltd (Sasria) is the only short-term insurer that provides special risk cover to all individuals and businesses that own assets in South Africa, as well as government entities. This is a unique cover against risks such as civil commotion, public disorder, strikes, riots and terrorism, making South Africa one of the few countries in the world that provide this insurance, particularly at affordable premiums.

As a state-owned entity, Sasria has a legislative mandate that governs day-to-day business operations and a broader strategic mandate to make a positive contribution to transformation within the insurance industry in South Africa. Sasria's core business is the provision of short-term insurance for riots, strikes, terrorism, civil commotion and public disorder to businesses, government entities and individuals.

The Government of the Republic of South Africa is the sole shareholder of Sasria, and the National Treasury through the Minister of Finance, is the shareholder representative. As such, the company must comply with a number of legal and regulatory requirements.

Bidders are encouraged to review Sasria's latest Integrated Report, available on its website, to get a better understanding of its business operations and functions.

2.2 Contractual commitment

No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written agreement has been executed by or on behalf of Sasria. Any notification of preferred bidder status by Sasria shall not give rise to any enforceable rights by the Bidder. Sasria may cancel this RFP at any time prior to the formal written agreement being executed by or on behalf of Sasria.

Sasria reserves the right, at its sole discretion, and at any time, to amend, deviate from, postpone, discontinue, or terminate the transaction/procurement process without incurring any liability whatsoever to any other party.

Sasria reserves the right not to award this tender to the highest ranked or highest scoring bidder, as it needs to align its procurement practices to governance practices that are in line with its own growth path. These may include, but are not limited to, driving socio-economic development objectives that are enshrined in various government policies. Sasria is under no obligation to award the tender in full and may decide to award it in part to one or various tenderers.

2.3 Confidentiality

All bidders to this RFP will be required to sign the confidentiality and non-disclosure agreement outlined in Annexure A of this document.

2.4 Submission Format (Returnable Schedules)

Bidders are required to submit comprehensively detailed bid responses in accordance with the submission format specified below:

2.4.1 Schedule 1:

- Executive Summary (explaining how you understand the requirements of this RFP, the summary of your proposed solution and the summary of your experience relevant to the requirements of this RFP)
- Annexure B of this RFP document (See Part 6) (duly completed and signed)

2.4.2 Schedule 2

All documents (except Annexure B) listed in Part 6 of this RFP Document (duly completed and signed);

- a) CSD number to verify tax compliance;
- b) Valid B-BBEE verification certificate or Affidavit. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. A Qualifying Small Enterprise (QSE) that has 51% or more black beneficiaries may obtain a sworn affidavit confirming the annual total revenue and level of black ownership.

Submission Requirements to Claim Points Related to Specific Goals:

Consortium or Joint Venture – to submit a valid consolidated B-BBEE certificate or Affidavit and a signed Consortium or Joint Venture agreement. Prime Contractor with Subcontractor(s) – Prime Contractor and Subcontractor(s) B-BBEE certificates or Affidavits are required and a signed subcontracting agreement Individual bidder – must submit a valid B-BBEE certificate or Affidavit.

2.4.3 Schedule 3:

- a) Technical Proposal in line with the Technical Evaluation Criteria in Part 5 of this RFP document.

2.4.4 Schedule 4:

- a) Financial/ Price Proposal in line with Part 4 of this RFP document.

2.5 Submission of Bids

The closing date and time for the submission of bids is **30 October 2023 at 12h00 pm**. Bidders should click on this link <https://procurement.sasria.co.za/> to be able to register on the Sasria' Online Tender Portal on or before the closing date and time in order to submit their proposals. Bidders should follow the system prompts and submit all schedules to the Online Tender Portal. All correspondence will be done via the Online Tender Portal. Should bidders not be able to register, they should send the email to Procurement@sasria.co.za for assistance. It is the bidder's responsibility to familiarise themselves with Sasria's Online Tender Portal well before the tender close.

It is the bidder's responsibility to ensure that the bid is submitted as directed above and that the submission is received by Sasria before the closing date and time. Therefore, bidders are advised to allow adequate time for submission of bids through Sasria Online Tender Portal to

mitigate against any possible technical challenges, which may result in delays in submission of bid responses.

Please note that the Sasria Online Tender Portal is configured to receive electronic documents of a maximum size of 4MB per file and each Schedule is limited to 30MB. The bidder will not be able to submit a bid unless all four (4) Schedules are completed.

Sasria will not enter into any negotiations regarding bids that could not be submitted on time through the Sasria Online Tender Portal. Sasria will take no responsibility for failure by the bidder to submit their bid response on time due to technical challenges of any sort.

2.6NB: Hand delivered, posted, emailed, or faxed proposals will NOT be accepted or considered for evaluation.

2.7 Queries and clarifications

For all queries and clarifications regarding this Request for Proposal, bidders should click on this link <https://procurement.sasria.co.za/> and go to Queries on the portal.

2.8 Reasons for Disqualification or Non- Award

Sasria reserves the right to disqualify / not award a contract to a bidder for one or more of the following reasons, and such disqualification may occur without prior notice to the offending bidder:

- failed to provide proof that they are tax compliant with SARS;
- submitted incomplete information and documentation according to the requirements of this RFP document;
- submitted information which contains fraudulent, factually untrue and/or inaccurate information;
- received information not available to other potential bidders through fraudulent means;
- failed to comply with mandatory requirements if stipulated in the RFP document;
- misrepresented and/or altered material information in whatever way or manner;
- promised, offered and/or made gifts and/or benefits to any Sasria employee;
- canvassed, colluded and/or lobbied in order to gain unfair advantage;
- committed fraudulent acts;
- will cause perceived or actual reputational, financial, or operational risk to Sasria;
- appears in National Treasury's list of restricted suppliers/ defaulters register;
- prohibited to do business with state organs;
- ; and
- acted dishonestly and/or in bad faith, etc.

2.9 Ethical Dealings

The Bidder confirms that it is not involved in any form of unethical business practices, and hereby warrants that it shall adhere to all ethical standards required of it by virtue of the professional nature of its business.

2.10 Sasria's Rights

Sasria reserves the right to:

- Amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. Such amendments will be posted on the Sasria's Tender Portal under Announcements. All prospective bidders should therefore ensure that they visit the website regularly before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- Award this bid as a whole or in part or not make an award at all.
- Award this bid to more than one bidder.
- Negotiate with all or some of the shortlisted bidders.
- Not accept the lowest priced bid or award the bid to a bidder other than the highest scoring bidder.
- Conduct site visits at bidder's offices and / or at client sites if so required.
- Request any relevant information and/or documents to verify and/or clarify information supplied in the bid response in relation, but not limited, to the structure of the bidding entity, bidder's capacity, bidder's B-BBEE profile, Specific Goal, proposed solution, proposed timelines etc.
- Not release information of another bidder that may be considered proprietary, sensitive and/or confidential
- To restrict a company or person from doing business with the State for a period not exceeding 10 years.

By submitting a bid, the bidder hereby gives consent to Sasria to conduct any form of vetting or due diligence in relation to this tender on the bidding entity and/ or any of its directors / trustees / shareholders / members.

2.11 Proposal costs

All costs and expenses incurred by the bidder relating to their participation in, and preparation of this proposal process shall be borne by the bidder exclusively.

2.12 Validity period

The proposals should remain valid for at least 150 days after the closing date.

2.13 Important dates

Activity	Date
Release of RFP	24 October 2023
Last day of enquiries	30 October 2023
Responses to enquiries	1 November 2023
Closing date and time for submission of proposals	8 November 2023 at 12h00 PM
Submission Method	Via Sasria's Online Tender Portal: https://procurement.sasria.co.za/

Sasria reserves the right to amend any date specified above. Any changes will be communicated to the interested parties via our Tender Portal.

2.14 Transformation

Sasria promotes transformation in the financial services and other sectors of the South African economy and as such, bidders are encouraged to partner with majority black owned entities

(51% black owned and controlled) and businesses that are small to medium sized. Such partnerships may include the formation of a Joint Venture and/ or subcontracting arrangements etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard.

Part 3 - RFP Requirements

2.15 3.1 Special Instructions

Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular service provider; the bidder must notify Sasria Procurement within five (5) days after publication of the RFP.

2.16 3.2 Background Information

Sasria SOC Limited is a financial institution and a state-owned company that offers special risk insurance. The organisation is faced with a lot of risks externally such as public disorders and commotion, riots and strikes, etc. which could potentially impact the organization should Sasria get an influx of claims resulting from those actions. There are additional risks such as non-life underwriting risk, credit risk, market risk, operational risks, and strategic risks. Sasria is also required to comply with PFMA requirements as a state-owned company.

The primary purpose of this bid is to appoint a suitable independent External Audit Service Provider to perform an external audit of the annual financial statements and other statutory returns (including, the National Treasury's consolidation template and the Prudential Authority's Annual Solo Quantitative Reporting Template) of Sasria in accordance with International Standards on Auditing and applicable legal and regulatory requirements. External Audit services form a key part of the overall assurance framework for Sasria. The primary deliverables will be an auditor's opinion expressed in a written auditor's report on the financial statements and statutory returns concerned, as well as communicating with those charged with governance throughout the audit process (in writing or otherwise as may be required, and involving management, the Board and the Audit and Risk Committee).

Please note that although the intention is to appoint the External Auditor for a period of five (5) years, it is a requirement that the External Auditor is re-appointed annually at the Annual General Meeting (AGM) of Sasria.

The External auditors will be appointed by Sasria subject to approval of the appointment by the Prudential Authority of the South African Reserve Bank as well as the Auditor General if South Africa.

2.17 3.3 Scope of Work

The bidder will be required to provide external audit services, which include, but are not limited to, the following:.

- In conjunction with the Audit Committee, the board and management, planning, organising, and carrying out the external audit, including preparation of an audit strategy.
- Co-ordination of coverage with the internal auditors and ensuring that each party is not only aware of the other's work but also well briefed on areas of concern.
- Identifying and assessing the risks of material misstatement of the Sasria's financial statements and other statutory returns, whether due to fraud or error, and designing and performing audit procedures responsive to those risks and obtaining audit evidence that is sufficient and appropriate to provide a basis for an opinion on Sasria's financial statements and other statutory returns.
- Obtaining an understanding of internal controls relevant to the audit to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Sasria's internal controls.
- Evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Concluding on the appropriateness of the directors' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Sasria's ability to continue as a going concern.
- Communicating with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that are identified during the audit.
- Inspection of Sasria's accounting and financial records and expression of an opinion as to whether Sasria's financial statements are presented fairly in accordance with the applicable financial reporting framework of the entity (International Financial Reporting Standards).
- Providing reasonable assurance that Sasria's financial statements are free from material misstatements, whether caused by error or fraud, to render an unqualified opinion.
- Identification of significant risks and the evaluation of the internal control environment.
- Identification of internal control weakness and proposal of suitable recommendations for improvements.
- Reporting and signing off on the National Treasury's consolidation template, Performance Information Report (PIR) and the Prudential Authority's regulatory return (Annual Solo Quantitative Reporting Template).
- Conducting audit of PFMA and pre-determined objectives.
- Undertaking the audit of performance information in line with the directives issued by the Auditor General.
- Reviewing of the tax computation and provision of an assessment of compliance with the Income tax Act.
- Identification of major changes and challenges facing the industry and their impact on Sasria.
- Reviewing assumptions made on relation to IFRS 17.
- Assessing of compliance with Companies Act requirements, accounting standards, Auditor General requirements and other applicable laws and regulations (PFMA, Short term insurance act etc.).
- Ensuring that management is kept fully briefed on the audit findings, recommendations, and their implications on financial reporting.

- Ensuring combined assurance is incorporated into the audit plan.
- Preparation of formal management report.
- Preparation of formal reports to be presented at the Audit Committee and the Board of Sasria.
- Providing value added specialist advice to management regarding the management of risks and improvement of business processes and internal controls, especially in a systems-based environment.

2.18 3.4 Contract Duration

The appointed service providers will be required to start immediately after signing the contract and provide the required services for a period of five (5) years, subject to an annual review of the service provider's performance. The appointment annually will always be subject to approval by the relevant authorities (financial regulators and the Auditor General).

Part 4 - Financial Proposal

- 1 Bidders are required to provide a detailed and comprehensive price proposal i.e., all costs associated the bidder's proposal must be clearly specified and included in the Total Bid Price.
- 2 All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

3 Payments will be linked to specified deliverables after such deliverables have been approved by Sasria.	Comply	Not Comply

4 Sasria reserves the right to consider the guideline on fees for audits performed by private firms on behalf of the Auditor-General of South Africa (AGSA)	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced guideline on fees for audits performed by private firms on behalf of the Auditor-General of South Africa (AGSA):		
Substantiate / Comments		

5 PRICING MODEL

Resource(s)	Hour Rate per resource	Number of hours	Total Cost (VAT Incl.)
Partner/ Director			
Associate Director			
Senior Manager			
Manager/ Supervisor			
Assistant Manager			
Audit Staff			
Specialists e.g., Actuary, Tax, etc.			

Resource(s)	Hour Rate per resource	Number of hours	Total Cost (VAT Incl.)
Disbursements (please specify)			
Total Annual Audit Fee (VAT Incl.) – Year 1			
Total Annual Audit Fee (VAT Incl.) – Year 2			
Total Annual Audit Fee (VAT Incl.) – Year 3			
Total Annual Audit Fee (VAT Incl.) – Year 4			
Total Annual Audit Fee (VAT Incl.) – Year 5			
Total Bid Price (VAT Incl.)			

Notes on pricing:

- The proposed Total Annual Fee must be inclusive of all required services as outlined in the scope of work (Part 3) above.
- The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Incl.)
Total Disbursements	

7 SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel) to be used	
Audit duration (in months)	

Price Declaration Form

Dear Sir,

Having read through and examined the requirements of this RFP No. **2023/40**, and its related conditions, we offer to provide External Audit services as outlined in the scope of work, for the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the scope of work, as called for in the RFP document. We confirm that Sasria will incur no additional costs whatsoever, over and above this amount in connection with the delivery of the required services.

We undertake to hold this offer open for acceptance for a period of 150 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence the scope of work when required to do so by the Sasria.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

Part 5: Qualification and Evaluation Criteria

2.19 5.1 Evaluation of proposals

The purpose of the RFP is to obtain a complete set of salient information pertaining to the bidding parties. The proposals will accordingly be used to evaluate whether, at Sasria's discretion, an interested party qualifies to proceed to the next stage of this procurement process. All bidding parties will be advised in writing of Sasria's decision, which will be final. No correspondence will be entered into pertaining to the evaluation process, the decisions taken and reasons thereof.

5.2 Evaluation Criteria

5.2.1 Level 1- Governance Verification

The evaluation during this stage is to review bid responses for purposes of assessing compliance with RFP requirements, which requirements include the following:

- Proof of registration with CSD confirming tax compliance status as referenced in Part 2 above.
- Valid B-BBEE certificate or Affidavit as referenced in Part 2 above.
- Duly completed Standard Bidding Document(s) and other requirements, in line with Part 6 of this RFP.
- Technical Proposal in line with the Technical Evaluation Criteria in Part 5 of this RFP document
- Financial/ Price Proposal in line with Part 4 of this RFP document

Note: Failure to comply with the requirements assessed in Level 1 (governance), may lead to disqualification of bids.

5.2.2 Level 2- Technical Evaluation

The evaluation during this level is based on technical criteria (functionality). The technical evaluation will be conducted in 2 phases, as follows:

Phase 1 – Mandatory requirements

Bidders are required to meet the following mandatory requirements and provide sufficient proof as stated below to validate their compliance. If a bidder does not meet one or more of the requirements stated, such bidder may be disqualified from the tender process.

Mandatory Requirement	Comply	Not Comply
The bidder must demonstrate relevant experience in providing external audit services within the short-term insurance industry. The bidder must provide at least one relevant contactable reference letter for external audit performed for a short-term insurance company.		
The bidder must demonstrate relevant experience in providing external audit services to public entities in South Africa. The bidder must provide at least one relevant contactable reference letter for external audit performed for a public entity.		

The bidder must demonstrate appropriate professional standing.		
The bidder must provide proof of membership of both IRBA and SAICA for the relevant partners/directors proposed to be engagement leads for the Sasria audit.		

Note: Your bid may be disqualified without notice if you do not fill the above table in full or supply the required proof.

Phase 2 –Technical Evaluation Criteria

The bidder's proposal should respond comprehensively to the technical evaluation criteria. Only bidders achieving a minimum score of 70.00 points in this phase will be evaluated further in the phase. The technical evaluation criteria are set out below:

Item	Criteria	Points
1	Understanding the business – Experience and expertise in providing external audit services to businesses within the short-term insurance industry. Please provide client reference letters. Reference letters should be on the references' letterhead and contain the following: <ul style="list-style-type: none"> • Name of company. • Industry company is in. • Nature of work conducted. 	10
	Demonstratable experience with 3 or more relevant contactable references.	10
	Demonstratable experience with 2 relevant contactable references.	7
	Demonstratable experience with 1 relevant contactable reference.	3
	No demonstratable experience through relevant contactable references in providing similar services.	0
2	Understanding the business – Experience and expertise in providing external audit services to entities within the public sector. Please provide a client reference letters. Reference letters should be on the references' letterhead and contain the following: <ul style="list-style-type: none"> • Name of company. • Industry company is in. • Nature of work conducted. 	10
	Demonstratable experience with 3 or more relevant contactable references.	10
	Demonstratable experience with 2 relevant contactable references.	7
	Demonstratable experience with 1 relevant contactable reference.	3
	No demonstratable experience through relevant contactable references in providing similar services.	0

3	<p>Technical and General Approach – Understanding of the objectives and deliverables of an external audit.</p> <p>Please provide a technical proposal. As a minimum the proposal must demonstrate:</p> <ul style="list-style-type: none">• The methodology, scope of work and value add throughout the external audit process.• Sufficient senior partner involvement and commitment from the firm to provide the services required.• Clear arrangements regarding the direction, supervision, and review of the engagement work.• How the firm ensures that appropriate consultation takes place on difficult or contentious matters (technical, ethical, and other matters).• How the firm maintains a high-level of quality control, independence, and objectivity.• The extent to which the team is proactive and continuously improves their service.	35								
	<table><tr><td>Technical proposal that addresses all the relevant issues and displays an innovative approach to the delivery of external audit services.</td><td>35</td></tr><tr><td>Technical proposal and methodology that meets all the minimum technical requirements to successfully deliver on an external audit.</td><td>24.5</td></tr><tr><td>Technical proposal does not meet the requirements to successfully deliver an external audit.</td><td>0</td></tr></table>	Technical proposal that addresses all the relevant issues and displays an innovative approach to the delivery of external audit services.	35	Technical proposal and methodology that meets all the minimum technical requirements to successfully deliver on an external audit.	24.5	Technical proposal does not meet the requirements to successfully deliver an external audit.	0			
Technical proposal that addresses all the relevant issues and displays an innovative approach to the delivery of external audit services.	35									
Technical proposal and methodology that meets all the minimum technical requirements to successfully deliver on an external audit.	24.5									
Technical proposal does not meet the requirements to successfully deliver an external audit.	0									
4	<p>Project Plan – Re-organising the scope of work into a clear project plan, specifically designed for Sasria.</p> <p>Please include in the technical proposal a project plan.</p>	5								
	<table><tr><td>Project plan adheres to all standard external audit timelines.</td><td>5</td></tr><tr><td>Project plan adheres to some standard external audit timelines.</td><td>3.5</td></tr><tr><td>Project plan does not adhere to standard external audit timelines.</td><td>0</td></tr></table>	Project plan adheres to all standard external audit timelines.	5	Project plan adheres to some standard external audit timelines.	3.5	Project plan does not adhere to standard external audit timelines.	0			
Project plan adheres to all standard external audit timelines.	5									
Project plan adheres to some standard external audit timelines.	3.5									
Project plan does not adhere to standard external audit timelines.	0									
5	<p>Capability, knowledge, expertise, and experience of the Lead Partner – Experience and expertise in leading external audit engagement.</p> <p>Please provide the Curriculum Vitae of the proposed lead partner/director on the engagement.</p>	10								
	<table><tr><td>Above 5 years’ experience in leading external audit engagements.</td><td>10</td></tr><tr><td>4 years’ experience in leading external audit engagements.</td><td>7</td></tr><tr><td>3 years’ experience in leading external audit engagements.</td><td>3</td></tr><tr><td>Less than 2 years’ experience in leading external audit engagements.</td><td>0</td></tr></table>	Above 5 years’ experience in leading external audit engagements.	10	4 years’ experience in leading external audit engagements.	7	3 years’ experience in leading external audit engagements.	3	Less than 2 years’ experience in leading external audit engagements.	0	
Above 5 years’ experience in leading external audit engagements.	10									
4 years’ experience in leading external audit engagements.	7									
3 years’ experience in leading external audit engagements.	3									
Less than 2 years’ experience in leading external audit engagements.	0									
6	<p>Capability, knowledge, expertise, and experience of the Audit team – Experience and expertise of the collective audit team.</p> <p>Please provide the Curriculum Vitae(s) of the proposed core audit team.</p>	10								

	15 and more years' collective experience in external auditing.	10		
	Between 11- and 15-years' collective experience in external auditing.	7		
	Between 5- and 10-years' collective experience in external auditing.	3		
	Less than 5 years' collective experience in external auditing.	0		
	Functional Experts/Specialists – Capacity to provide the following functional audit expertise: actuarial services, tax, IT auditors and sustainability/Integrated reporting.		10	
	Please provide the company profile detailing the bidder's capacity to provide the referenced functional expertise.			
	Firm has access to all listed functional expertise	10		
	Firm has access to some of the listed functional expertise	7		
	Firm does not have access to all the listed functional expertise	3		
	Quality control – A system of quality control that guides how a company conducts its business.		10	
	Please provide an outline of the firm's quality control system. At minimum, the outline must provide:			
	<ul style="list-style-type: none">• Confirmation that the firm applies ISQC 1 and in the process of implementation of the ISQM 1 and accordingly maintains a comprehensive system of quality control.• A summary in relation to the audit firm's monitoring of its quality control policies and procedures, including notes on its most recent internal reporting with respect to conclusions drawn from its monitoring procedures and, where relevant, key deficiencies identified, and steps taken to address such deficiencies.• A summary of the outcome of the most recent IRBA firm inspection and inspection of the engagement partner to be assigned to this engagement, in terms of the nature of any significant deficiencies and the steps taken to address such deficiencies.• A summary of any legal or disciplinary proceedings currently pending or concluded within the last three years (and the outcome) instituted against the firm or the engagement partner to be assigned to this engagement.• Any other audit quality indicators that the firm wishes to share as part of this submission.			
	Quality control measures with no history of deficiencies.	10		
	Adequate quality control measures instituted.	7		
	Less than adequate quality control measures applied by the firm.	3		
Total				100.00

Note: Bidders that achieved a minimum score of 70 points in technical evaluation (Level 2), will be considered for the next level (Level 3) of the evaluation process i.e., Price and Specific Goals.

5.2.3 Level 3- Preference Point System

The following preference points system will be used for this tender:

CRITERIA	POINTS
Price	80
Specific goals	20
TOTAL	100 points

Criteria for Specific Goals

Below is the specific goal(s) allocated for this RFP. Bidders are required to provide valid and sufficient proof as indicated in the table below to claim the preference points indicated.

Specific Goal to be measured	Points allocated out of a maximum 20.00 points	Proof required to allocate points
1. The tenderer is:	15.00	Sworn Affidavit
a) An Exempted Micro Enterprise (EME) or		
b) A Qualifying Small Enterprise (QSE) or	15.00	Valid B-BBEE certificate or Sworn Affidavit for QSE that are at least 51% black owned
c) A Generic enterprise	10.00	Valid B-BBEE certificate
d) A Generic enterprise (Prime Contractor) subcontracting at least 20% of the contract to either a EME or QSE.	15.00	1. Valid B-BBEE certificate and 2. A signed subcontracting agreement (between the Prime Contractor and Subcontracting parties) 3. Sworn Affidavit for EME or QSE that are at least 51% black owned
2. Additional points if the tenderer is at least 51% black Owned (a Prime contractors B-BBEE certificate or Affidavit will be used in the case of subcontracting arrangements)	5.00	Valid B-BBEE certificate or Sworn Affidavit

Please note the following:

- Failure on the part of a tenderer to submit proof or documentation required in terms of this RFP to claim points for specific goals, may result to preference points for specific goals are not claimed or allocated.
- Sasria reserves the right to require of a tenderer, either before the RFP is adjudicated or at any time subsequently, to substantiate any claim regarding preferences points, in any manner required by Sasria.

6 Part 6 – Required Documents

STANDARD BIDDING DOCUMENTS

In addition to the Annexures listed below, the following documents must be completed, signed, and submitted together with the bid response:

- Disclosure and Declarations Form (SBD 4)
- Preferential Points Claim Form (SBD 6.1)

Note: Failure to submit these documents may lead to disqualification of the bid or preference points not being awarded to the tenderer.

ANNEXURE A: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

MEMORANDUM OF AGREEMENT

Entered into between:

Sasria SOC Ltd

A company duly incorporated under the laws of *Republic of South Africa*, having its main place of business at 36 Fricker Road, Illovo, Sandton Johannesburg, with registration number: 1979/000287/06

(Hereinafter referred to as “the Discloser”)

And

.....

A company duly incorporated under the laws of Republic of South Africa, having its main place of business

at....., with

registration number:.....

(Hereinafter referred to as “the Recipient”)

PREAMBLE

Whereas the Discloser will disclose certain confidential information to the Recipient, for purposes

of _____
_____;

And whereas the Recipient wishes to receive confidential information on the condition that the Recipient will not disclose the same to any third party or make use thereof in any manner except as set out below.

The Discloser and the Recipient hereby agree to the following:

1. Definitions

Unless the contrary is clearly indicated, the following words and/or phrases, when used in this Agreement, shall have the following meaning:

1.1 “Agreement” shall mean this written document together with all written appendices, annexures, exhibits or amendments attached to it from time to time;

1.2 “Commencement Date” shall mean the date of last signature of this agreement;

1.3 “Confidential Information” shall mean all information which:

1.3.1 pertains to the Disclosing Purpose, disclosed, revealed or exchanged by the Discloser to the Recipient, and which pertains to, but is not limited to all intellectual property rights, all trade secrets, all agreements (whether in writing or not) which exist at the time of revealing the content thereof to the Recipient, the content of all possible future agreements which the Discloser intends to enter into with any other party, all knowledge obtained by way of research and development, irrespective of whether the aforementioned information that is revealed is applicable to technical, business or financial aspects of the Discloser; and/or

1.3.2 any information of whatever nature, which has been or may be submitted by the Discloser to the Recipient, whether in writing or in electronic form or pursuant to discussions between the Parties, or which can be obtained by

examination, testing, visual inspection or analysis, including, without limitation, business or financial data, know-how, formulae, processes, specifications, sample reports, models, customer lists, computer software, inventions or ideas; and/or

1.3.3 Any dispute between the Parties resulting from this Agreement; and/or

1.3.4 Any fault or defect in any aspect of the business of the Discloser, irrespective of whether the Discloser knows about such a fault or defect;

1.4 “**Notice**” shall mean a written document;

1.5 “**Parties**” shall mean both the Discloser (**Sasria SOC Ltd**) and the Recipient.

1.6 “**Board**” shall mean Board of Directors of the Discloser.

1.7 “**Tender for Income-Generating Contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;

1.8 “**Specific Goals**” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

2. Obligations of the Recipient

The Recipient shall:

2.1 use the confidential information disclosed to it solely for the purposes of
.....
.....
.....and for no other purpose whatsoever (“Disclosing Purpose”);

2.2 treat and safeguard the Confidential Information as private and confidential;

2.3 ensure proper and secure storage of all Confidential Information;

2.4 not at any time without the prior written consent of the Discloser or another

employee of the disclosure from which he received the information,

- 2.4.1** disclose or reveal to any person or party either the fact that discussions or negotiations are taking, or have taken place between the Board, employee and another employee or the content of any such discussions or other facts relating to the Disclosing Purpose, except where required by law or any governmental, or regulatory body;
- 2.5** not create the impression with or lead any third party to interpret or construe any
 - e) condition contained in this Agreement, that this Agreement is an Agency Agreement and/or Partnership Agreement and/or a Joint Venture and/or any other similar arrangement;
- 2.6** not allege that this Agreement grants it, either directly, or by implication, or by estoppel or otherwise a license under any patent or patent application, or that it is entitled to utilize the Confidential Information in any way contrary to the stipulations contained in this Agreement;
- 2.7** on termination of this Agreement act with the Confidential Information in accordance with a Notice delivered to it by the Discloser and if no such Notice was delivered, the Recipient shall destroy the Confidential Information in a similar manner to which it would destroy information that it would consider to be its own Confidential Information.

3. Obligations of the Discloser

Subject to clause 2, the Discloser shall:

- 3.1** disclose to the Recipient, in writing any relevant information in their possession or under their care; and
- 3.2** furnish the Recipient at least 7 (seven) calendar days prior to this Agreement being terminated, for whatever reason, with a Notice instructing the Recipient about what it should do with the Confidential Information once the Agreement has been terminated.

4. Exclusions

The provisions of **Clause 3** above will not apply to any Confidential Information which:

- 4.1** is at the time of disclosure to the Recipient, within the public domain and could be obtained by any person with no more than reasonable diligence;
- 4.2** come into the public domain and could be obtained after such disclosure,

otherwise than by reason of a breach of any of the undertakings contained in this Agreement;

4.3 is subsequently provided to the Recipient by a person who has not obtained such

information from the Discloser, provided that, in any such case, such information was not obtained illegally or disclosed by any person in breach of any undertaking or duty as to confidentiality whether expressed or implied;

4.4 is disclosed with the written approval of the Discloser;

4.5 is or becomes available to a third party from the Discloser on an unrestricted basis;

4.6 is obliged to be reproduced under an order of court or government agency of competent jurisdiction.

5. Commencement

This Agreement shall commence on the Commencement Date.

6. Cancellation

6.1 The Agreement shall not terminate automatically. Either party must be able to terminate on written notice to the other party once the Disclosing Purpose is completed. The obligations of confidentiality under this Agreement shall continue to apply after assignment or termination of this Agreement.

6.2 The Parties further agree that either Party shall have the right at any time to give notice in writing to terminate this Agreement forthwith in the event of a material breach of any of the terms and conditions of the Agreement. If the breach in question is one which can effectively be remedied, the Parties shall endeavour to jointly try to remedy such breach, failing which, the Agreement shall be terminated.

7. Interpretation

7.1 The clause headings in this Agreement have been inserted for convenience only and will not be taken into consideration in the interpretation of this Agreement;

7.2 Any reference in this Agreement to the singular includes the plural and *vice versa*;

7.3 Any reference in this Agreement to natural persons includes legal persons and

references to any gender include references to the other genders and *vice versa*.

8. Dispute Resolution

- 8.1** A dispute concerning or arising out of this Agreement exists once a party notifies the others in writing of the nature of the dispute and requires it to be resolved under this clause. The parties must refer any dispute to be resolved by -
- negotiation; failing which
 - mediation; failing which
 - arbitration
- 8.2** Within ten (10) Business Days of notification, the parties must seek an amicable resolution to the dispute by referring it to designated and authorized representatives of each of the parties to negotiate and resolve it by the parties signing an agreement resolving it within fifteen (15) Business Days
- 8.3** If negotiation fails, the parties must refer the dispute for resolution by mediation under the rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead) ("AFSA").
- 8.4** If mediation fails, the parties must refer the dispute within fifteen (15) Business Days for resolution by arbitration (including any appeal against the arbitrator's decision) by one arbitrator (appointed by agreement between the parties) as an expedited arbitration in Sandton under the then current rules for expedited arbitration of AFSA.
- 8.5** If the parties cannot agree on any arbitrator within a period of ten Business Days after the referral, the arbitrator will be appointed by the Secretariat of AFSA.
- 8.6** The periods for negotiation or mediation may be shortened or lengthened by written agreement between the parties.
- 8.7** This clause will not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict, or mandamus pending finalisation of this dispute resolution process, for which purpose the parties irrevocably submit to the jurisdiction of a division of the High Court of the Republic of South Africa.
- 8.8** This clause is a separate, divisible agreement from the rest of this Agreement and must remain in effect even if the Agreement terminates, is nullified, or cancelled for any reason or cause.

9. Domicilium and Notices

The Parties elect the following addresses as their respective *domicilium citandi et executandi*, at which all notices and other communications must be delivered for the purposes of this Agreement:

9.1 Discloser:

9.1.1 by hand at 36 Fricker Road, Illovo, Sandton, Johannesburg

Marked for the attention of:

9.1.2 by post at: **P.O. Box 653367, Benmore, 2010**

Marked for the attention of

9.1.3 by telefax at (011) 447 8624

Marked for the attention of

9.2 Recipient:

9.2.1 by hand at

Marked for the attention of.....

9.2.2 by post to:

Marked for the attention of:

9.2.3 by telefax atMarked for the attention of:

.....

9.3 Any notice or communication required or permitted to be given in terms of this agreement shall only be valid and effective if it is in writing.

9.4 Any notice addressed to either of the Parties and contained in a correctly addressed envelope and sent by registered post to it at its chosen address or delivered by hand at its chosen address to a responsible person on any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, shall be deemed to have been received, unless the contrary is proved, if sent by registered post, on the 14th (fourteenth) calendar day after posting and, in the case of hand delivery, on the day of delivery.

9.5 Any notice sent by telefax to either of the Parties at its telefax number shall be deemed, unless the contrary is proved, to have been received:

9.5.1 if it is transmitted on any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, within 2 (two) hours of transmission;

9.5.2 if it is transmitted outside of these times, within 2 (two) hours of the commencement any day of the week between 09h00 and 16h00, excluding Saturdays, Sundays and South African public holidays, after it has been transmitted.

10. Entire Agreement and Variations

10.1 This Agreement constitutes the whole agreement between the Parties and supersedes all prior verbal or written agreements or understandings or representations by or between the Parties regarding the subject matter of this Agreement, and the Parties will not be entitled to rely, in any dispute regarding this Agreement, on any terms, conditions or representations not expressly contained in this Agreement.

10.2 No variation of or addition to this Agreement will be of any force or effect unless reduced to writing and signed by or on behalf of the Parties.

10.3 Neither party to this Agreement has given any warranty or made any representation to the other party, other than any warranty or representation which may be expressly set out in this Agreement.

11. Data Security

11.1. The Recipient shall, at all times, ensure compliance with any local and international laws, regulations, policies or codes that may be enacted from time to time and put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risk to any information that may be shared or accessed through a computer or any other form of electronic communication pursuant to the Agreement. For purposes of this clause 0,

“Information” shall mean, but not be limited to:

11.1.1. all cyber related information, including data; a computer program; output of a computer program; a computer system; article; data message; a computer data storage medium; output of a computer program and output of data;
f)

11.1.2. Personal Information as defined in section 1 of the Protection of Personal Information Act No. 4 OF 2013 (“POPIA”) read with Section 1 of the Promotion of Access to Information Act No. 2 of 2000; and

11.1.3. Any other information that may be shared or accessed pursuant to the Agreement.

- 11.2. The Recipient shall notify the Discloser in writing of any cybercrimes or any suspected cybercrimes in its knowledge and to report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, within 10 days of becoming aware of such crime or suspected crime.

12. Protection Of Personal Information

- 12.1. For purposes of this clause 112 -

- 12.1.1. the following terms shall bear meanings contemplated in Section 1 of the POPIA: **consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information;** as well as any terms derived from these terms.

- 12.1.2. **“binding corporate rules”** means personal information processing policies, within a group of undertakings, which are adhered to by a responsible party or operator within that group of undertakings when transferring personal information to a responsible party or operator within that same group of undertakings in a foreign country; and **“group of undertakings”** means a controlling undertaking and its controlled undertakings.

- 12.2. The Parties acknowledge and agree that, in relation to personal information that may be processed pursuant to the Agreement, the Discloser is the responsible party and the Recipient is the operator.

- 12.3. The Recipient must process such personal information only with the knowledge or authorisation of the Discloser and treat personal information which comes to its knowledge as confidential and must not disclose it, unless so required by law.

- 12.4. The Recipient must secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information.

- 12.5. In order to give effect to the obligations set out in this clause 112, the Recipient must take reasonable measures to-

- 12.5.1. identify all reasonably foreseeable internal and external risks to personal information in its possession or under its control;
- 12.5.2. establish and maintain appropriate safeguards against the risks identified;
- 12.5.3. regularly verify that the safeguards are effectively implemented; and
- 12.5.4. ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

- 12.6. The Recipient shall have due regard to generally accepted information security practices and procedures which may apply to it generally or be required in terms of specific industry or professional rules and regulations.
- 12.7. The Recipient shall notify the Discloser immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person.
- 12.8. The Recipient shall appoint an information officer and an appropriate number of deputy information officers as may be required by the POPIA, and must provide the Discloser with the details of such officers, whose responsibilities shall include-
- 12.8.1. the encouragement of compliance, by the Recipient, with the conditions for the lawful processing of personal information;
- 12.8.2. dealing with requests made to the Recipient pursuant to the POPIA;
- 12.8.3. working with the Regulator in relation to investigations conducted under the POPIA;
- 12.8.4. otherwise ensuring compliance by the Recipient with the provisions of the POPIA; and
- 12.8.5. as may be prescribed by the POPIA.
- 12.9. The Recipient shall not transfer personal information about a data subject to a third party who is in a foreign country without Prior written consent of the Discloser. The Discloser will not grant such consent unless-
- 12.9.1. the third party who is the recipient of the information is subject to a law, binding corporate rules or binding agreement which provide an adequate level of protection that-
- 12.9.1.1. effectively upholds principles for reasonable processing of the information that are substantially similar to the conditions for the lawful processing of personal information relating to a data subject who is a natural person and, where applicable, a juristic person; and
- 12.9.1.2. includes provisions, that are substantially similar to this section, relating to the further transfer of personal information from the recipient to third parties who are in a foreign country;
- 12.9.2. the data subject consents to the transfer;
- 12.9.3. the transfer is necessary for the performance of a contract between the data subject and the responsible party, or for the implementation of pre-contractual measures taken in response to the data subject's request;
- 12.9.4. the transfer is necessary for the conclusion or performance of a contract concluded in

the interest of the data subject between the responsible party and a third party; or

12.9.5. the transfer is for the benefit of the data subject, and-

12.9.5.1. it is not reasonably practicable to obtain the consent of the data subject to that transfer; and

12.9.5.2. if it were reasonably practicable to obtain such consent, the data subject would be likely to give it.

12.10. The Recipient shall process personal information of data subjects in accordance with the conditions for the lawful processing of personal information as contemplated in the POPIA, and shall at all times put sufficient measures in place to ensure compliance with the POPIA, including compliance with any compliance notices and information notices served on the Recipient under the POPIA.

13. Assignment, Cession and Delegation

Neither of the Parties shall be entitled to assign, cede, delegate or transfer any rights, obligations, share or interest acquired in terms of this Agreement, in whole or in part, to any other party or person without the prior written consent of the other, which consent shall not unreasonably be withheld or delayed.

14. Relaxation

No indulgence, leniency or extension of a right, which either of the Parties may have in terms of this Agreement, and which either party ("the grantor") may grant or show to the other party, shall in any way prejudice the grantor, or preclude the grantor from exercising any of the rights that it has derived from this Agreement, or be construed as a waiver by the grantor of that right.

15. Waiver

No waiver on the part of either party to this Agreement of any rights arising from a breach of any provision of this Agreement will constitute a waiver of rights in respect of any subsequent breach of the same or any other provision.

16. Severability

In the event that any of the terms of this Agreement are found to be invalid, unlawful or unenforceable, such terms will be severable from the remaining terms, which will continue to be valid and enforceable.

17. Governing Law

The validity and interpretation of this Agreement will be governed by the laws of the Republic of South Africa.

SIGNATURES

I, the undersigned, , herewith confirms that my position within the Recipient is that of and state that I am duly authorised to enter into this Agreement, which I herewith do, on this theday, of , for and on behalf of the Recipient.

I, the undersigned, herewith confirms that my position within the Discloser is that of Executive Manager: and state that I am duly authorised to enter into this Agreement, which I herewith do, on this the ____ day, of by signing this Agreement, for and on behalf of the Discloser.

Signature for and on behalf of Discloser

Signature for and on behalf of Recipient

ANNEXURE B: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS

RFP No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised
Signatory _____

Position of Authorised
Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':

Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractor(s)	
Other	

REQUIRED INFORMATION

If Individual Bidder:

Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	

If Individual Bidder:	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub-contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

ANNEXURE C: SHAREHOLDER INFORMATION

[Note: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate or Affidavit				

ANNEXURE D: BIDDER'S EXPERIENCE AND PROPOSED PROJECT TEAM

[Note: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 3.]

Table (a): include a list of your references in providing external audit services to businesses within the short-term insurance industry. Note that client reference letters should be attached to your bid response / proposal.

Client' Name	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title, and telephone contact of client

Note: this table should include a list of client references of the bidder. However, to claim evaluation points, a bidder should provide a corresponding reference letter, otherwise there will be no points claimed / allocated where reference letters are not provided.

Table (b): Details of the bidder's current experience in providing external audit services to Public Sector companies. Note that client reference letters should be attached to your bid response / proposal.

Client' Name	Project description	Project Cost	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title, and telephone contact of client

Note: this table should include a list of client references of the bidder. However, to claim evaluation points, a bidder should provide a corresponding reference letter, otherwise there will be no points claimed / allocated where reference letters are not provided.

Table (c): Capability, knowledge, expertise, and experience of the Lead Partner.

Please include below the details and provide the Curriculum Vitae (CV) of the proposed lead partner/director on the engagement showing experience in leading external audit engagements.

Name	Position	Role / Duties in this Project	Description of Professional Memberships	Description of Qualification(s)	Is the CV attached? YES/NO	No. of years of experience	Details of Past, Relevant Project Experience	
							Project description, Client, Project period	Project Cost

Page | 39

Table (d): Capability, knowledge, expertise, and experience of the Audit team.

Please include below the details and provide Curriculum Vitae (CV) of the of the proposed core audit team showing their collective experience.

Name	Position	Role / Duties in this Project	Description of Professional Memberships	Description of Qualification(s)	Is the CV attached? YES/NO	No. of years of experience	Details of Past, Relevant Project Experience	
							Project description, Client, Project period	Project Cost

Table (e): Functional Experts/Specialists.

Please include below the details, Curriculum Vitae (CV) and provide your company profile to confirm whether you have functional experts and specialists and capacity to provide the following functional audit expertise: actuarial services, tax, IT auditors and sustainability/Integrated reporting.

Name	Position	Role / Duties in this Project	Description of Professional Memberships	Description of Qualification(s)	Is your company profile attached?	Is the CV attached? YES/NO	No. of years of experience	Details of Past, Relevant Project Experience	
					YES/NO			Project description, Client, Project period	Project Cost