THE FINANCE AND ACCOUNTING SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY (FASSET)

INVITATION TO TENDER: APPOINTMENT OF A SUITABLE, INDEPENDENT SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES TO FASSET FOR A PERIOD COMMENCING ON 1 SEPTEMBER 2026 OR THE CONTRACT COMMENCEMENT DATE, WHICHEVER OCCURS FIRST, AND ENDING ON 31 MARCH 2030

TENDER NO: FAS/NG/ARC/INTERNAL AUDIT SERVICES/CON3599/26

Online Microsoft Teams link for the Compulsory Briefing session:
Microsoft Teams meeting Join:
https://teams.microsoft.com/meet/310272946476636?p=yxd8KG7yqqa8XwqpMz
Meeting ID: 310 272 946 476 636
Passcode: C2tR37zi
Date: 18 August 2026

Time: 11:00 am to 12:00 pm

Bid Closing Date: 04 September 2026
TIME: 11H00 AM (late bids will not be considered)
Completed tender submissions must be submitted online at:
Internal Audit Services Submissions
Complete the following online register after document upload:
FASSET INDEPENDENT SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES REGISTER - 2026

Bidder Name:…………………………………………………………………………..

1. BID SUBMISSION

FASSET will apply the two-envelope system for this procurement.

- **Envelope 1 (Technical Proposal):** Contains the bidder's functional ability, experience, project methodology, and preferential procurement specific goals. **The financial offer must not be included or hinted at in this envelope.**

- **Envelope 2 (Financial Proposal):** Must contain the detailed pricing, cost breakdowns, and total bid amount

1.1 Completed tender submissions must be submitted online as per link below: Labelled **TENDER NO: FAS/NG/ARC/INTERNAL AUDIT SERVICES/CON3599/26**

1.2 No submissions sent by e-mail or facsimile will be accepted, and no late submissions will be accepted. **Failure to adhere to this requirement will render the bid response non-responsive and will be disqualified from evaluation**.

1.3 Bidders are requested to submit one (1) submission marked/labelled "Functionality" and one (1) "Financial proposal".

1.4 The Closing Date is: 04 September 2026 by no later than 11:00 am (eleven o'clock) at the link. **No late submissions will be accepted**

1.5 All SCM enquiries are to be directed to Supply Chain Management Office on Email: tenders@fasset.org.za by no later than 25 August 2026 at 11:00 am

1.6 All Technical enquiries are to be directed to Audit, Risk & Compliance Management Office on Email: nobuntu.gwala@fasset.org.za by no later than 25 August 2026 2026 at 11:00 am

2. PROPOSAL GUIDELINE

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

- **one (1) submission marked/labelled "Functionality Proposal"**
- **one (1) submission marked/labelled "Financial Proposal".** Total costing including VAT **where applicable.**
- Company profile of the Internal Audit service provider.
- Mandatory requirements document submitted as instructed.

- Bid returnable documents must be completed in full and signed.
- **Bidders must initial on all pages of SBD forms.**
- **Bidders must submit three (3) contactable references letters.**
- **Latest valid Central Supplier Database (CSD) Report**
- **Valid Company registration documents.**
- **Valid Original or certified BBBEE certificate or Sworn affidavit**. https://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/b-bbee-codes-b-bbee-acts-strategies-policies/
- For a Consortium/Joint Venture, a consolidated valid BBBEE Certificate and a joint venture agreement must be submitted. Each Bidder in a trust, joint venture must also submit all its valid supporting documents (SBD forms, Tax compliance status pin, CSD.)
- **Note: FASSET will verify the information provided.**

3. TERMS OF REFERENCE

3.1 BACKGROUND

The Finance and Accounting Services Sector Education and Training Authority (FASSET) was established on 1 April 2000 in accordance with the provisions of the Skills Development Act, No. 97 of 1998, as amended. FASSET's mandate is to contribute to the effective operation of the labour market through skills development, to ensure an adequate supply of competent labour necessary to compete in the global economy.

Section 51(1)(a)(ii) of the Public Finance Management Act (PFMA) requires the Accounting Authority of a public entity to ensure that the entity has and maintains a system of internal audit under the control and direction of an audit committee. Such an audit committee must comply with and operate in accordance with regulations and instructions prescribed in terms of sections 76 and 77 of the PFMA.

3.2 OBJECTIVE

The objective of this bid is to appoint a suitable, independent service provider to provide internal audit services to FASSET for a period commencing on 1 September 2026 or the contract commencement date, whichever occurs first, and ending on 31 March 2030, in line with the current SETA licence period.

3.3 ROLE AND OBJECTIVE OF INTERNAL AUDIT

The Internal Audit function assists FASSET in achieving its objectives by providing a systematic, disciplined, and risk-based approach to evaluating and improving the effectiveness of governance, risk management, and internal control processes.

Internal Audit supports the Audit and Risk Committee (ARC), the Accounting Authority, and management in the effective discharge of their oversight and management responsibilities. This is achieved through the provision of independent analysis, evaluations, recommendations, advice, and relevant information arising from internal audit engagements, including appropriate follow-up on agreed actions.

In addition to the above, the objectives of the Internal Audit function include, but are not limited to, providing objective and independent assurance to the Accounting Authority and management regarding:

- the reliability and integrity of financial and operational information;
- the effectiveness and efficiency of operations;
- the economical and effective use of resources;
- the safeguarding of organisational assets;
- the achievement of strategic and operational objectives;
- compliance with applicable legislation, regulations, internal policies, and procedures; and
- the adequacy and effectiveness of the information systems, logical security, and technology control environment.

4. ORGANISATIONAL STATUS OF INTERNAL AUDIT

The Internal Audit function will report functionally to the Audit and Risk Committee of FASSET and administratively to the Chief Executive Officer (CEO). The Internal Audit function shall operate under the oversight and direction of the Audit and Risk Committee. The ARC shall be responsible for approving the Internal Audit Charter, the risk based internal audit plan, any significant changes to the approved plan, and for overseeing the independence, quality, and performance of the Internal Audit service provider.

5. SCOPE OF INTERNAL AUDIT SERVICES

The internal audit function must, in consultation with management and the Audit and Risk Committee (ARC), be responsible for performing the following:

a) The appointed Internal Audit Service Provider ("Internal Audit") shall provide independent and objective assurance and, where approved, advisory and/or consulting services, designed to enhance and protect organisational value by evaluating and improving the effectiveness of governance, risk management, compliance and internal control processes at FASSET.

b) Internal Audit shall perform its duties in accordance with the Global Internal Audit Standards (2024/2025) issued by the Institute of Internal Auditors (IIA), the approved Internal Audit Charter, and applicable legislative and regulatory requirements, including the Public Finance Management Act (PFMA).
c) Internal Audit shall maintain independence from operational responsibilities and shall have full, free, and unrestricted access to all information, systems, records, and personnel necessary to fulfil its mandate.

5.1 Mandatory (Core) Internal Audit Services

5.1.1 Risk-based planning

- Prepare a rolling three-year risk-based strategic internal audit plan aligned to FASSET's strategic and performance objectives, key risks, and risk management strategy.
- Develop a detailed annual internal audit plan indicating scope, estimated costs, and timelines for each engagement, for review and approval by the Audit and Risk Committee (ARC).

5.1.2 Execution of internal audit engagements (assurance)

- Perform internal audit engagements in accordance with approved plans and professional standards, providing independent assurance over governance, risk management, and controls.
- Coverage shall include financial and operational reporting reliability, compliance, safeguarding of assets, operational performance, and achievement of organisational objectives.

5.1.3 Information systems and IT assurance

- Perform audits of information systems and technology risks, including IT governance, application, and IT general controls, including the cyber environment.

5.1.4 Communication and reporting

- Communicate audit objectives, scope, timelines, and information requirements at the start of engagements.
- Report findings to management, obtain management responses, and submit final reports to the ARC, escalating significant matters promptly.

5.1.5 Follow-up on audit actions

- Perform follow-up procedures on agreed management actions and report progress and overdue actions to the ARC.
- Provide independent assurance on the adequacy of management processes for closing external audit findings.

5.1.6 Audit and Risk Committee support

- Attend ARC meetings as required and provide updates on audits completed, in progress, and progress against the approved plan.

- Provide an annual overall conclusion/opinion on the audited control environment supported by audit work performed.

5.1.7 Combined assurance coordination

- Coordinate internal audit activities with external auditors and other assurance providers to optimise assurance coverage and minimise duplication.

5.1.8 Ethics, independence, and quality

- Perform all work with integrity, objectivity, due professional care, and confidentiality.
- Maintain a Quality Assurance and Improvement Programme (QAIP) and support internal and external quality assessments.

5.2 Value-added Services (Subject to Approval)

The following services may be performed subject to ARC approval and appropriate safeguards to maintain independence:

- Advisory or consulting engagements related to governance, risk management, controls, or major change initiatives.
- Special reviews or ad hoc assignments requested by the CEO, ARC, or Board. These reviews must be approved by ARC.
- Use of data analytics and technology-enabled audit techniques (CAATs).
- Support for the maturity of the Combined Assurance Model, including assurance mapping.
- Capacity to provide advisory services on emerging risks, including AI, Microsoft Copilot and on ICT governance.

5.3 Exclusions

Internal Audit shall not perform operational or management functions, design or implement controls, make management decisions, or assume responsibility for risk ownership

6. FRAUD AND IRREGULARITIES

In planning and conducting its work, the Internal Audit function shall seek to identify significant weaknesses in internal controls that may result in fraud, irregularities, or other forms of malpractice. Any such weaknesses, as well as any instances of suspected or detected fraud and irregularities, must be reported immediately to the Chief Executive Officer (CEO) and/or the Audit and Risk Committee (ARC). Such matters shall not be disclosed to any other employees except where required to support further investigation or corrective action, and only in accordance with approved protocols.

7. DESCRIPTION AND EXTENT OF WORK

7.1. Conducting of audit assignments

Audit assignments shall be performed in accordance with the Global Internal Audit Standards issued by the Institute of Internal Auditors, the King V on Corporate Governance, as applicable. The execution of each audit assignment shall be aligned to, and conducted in accordance with, the approved Annual Internal Audit Plan.

Upon completion of each assignment, all audit documentation, including working papers and supporting records, shall be retained and made available to FASSET as required, including after the expiry or termination of the contract.

7.2. Quality Assurance Reviews (QAR) of the work

The service provider should maintain a Quality Assurance and Improvement Programme (QAIP) that covers all aspects of the internal audit activity, in accordance with the Global Internal Audit Standards.

The Internal Audit function shall be subject to an External Quality Assurance Review (QAR) at least once every five years, performed by a qualified, independent assessor or assessment team, as required by the Global Internal Audit Standards and under the oversight of the Audit and Risk Committee.

7.3. Independence and objectivity of audit staff

In carrying out the required work, the Internal Audit service provider shall ensure that its personnel always maintain independence and objectivity by remaining independent of the activities and processes they audit.

7.4. Competence requirements of Internal Audit Function

The service provider shall meet the following competency and capability requirements:

- Be independent of FASSET and free from any actual or perceived conflicts of interest that may impair objectivity.
- Possess the necessary skills, knowledge, capacity, and resources to fulfil the requirements of these Terms of Reference, including access to specialised skills such as forensic auditing, information systems auditing, and data analytics, where required.
- Demonstrate competence and conformance with the Global Internal Audit Standards (previously the International Standards for the Professional Practice of Internal Auditing) issued by the Institute of Internal Auditors.
- Maintain appropriate quality governance arrangements, including internal quality controls, to ensure compliance with professional standards and continuous improvement of audit quality.

- Ensure that the Lead Engagement Partner (or Chief Audit Executive assigned to the engagement) holds an appropriate professional qualification relevant to the provision of internal audit services. Such qualifications may include, but are not limited to:
  - Certified Internal Auditor (CIA) IIA SA
  - Chartered Accountant SA CA(SA)
  - Certified Information Systems Auditor (CISA)
  - Certified Fraud Examiner (CFE); or
  - Another recognised professional qualification relevant to internal auditing, governance, risk management, compliance, forensic auditing, or information systems auditing.
  - Ensure that audit team members collectively possess the necessary qualifications, certifications, skills, and experience to perform the approved internal audit plan and any approved ad hoc services, including specialised areas such as information systems auditing, forensic auditing, business continuity management, risk management, and data analytics.

- Be well-versed in recognised best practices applicable to the internal audit profession and the public sector.
- Demonstrate a sound understanding of auditing within the SETA environment, including the broader education, skills development, and socio-economic context.
- Have a minimum of five (5) years' experience in providing internal audit services within the public sector, including Schedule 3A public entities, constitutional institutions, and government departments. (other than SETA).
- Have a minimum of five (5) years' experience in providing internal audit services within the SETA environment

8. DURATION OF THE CONTRACT

The contract shall be for a period commencing on 1 September 2026 or the contract commencement date, whichever occurs first. During the duration of the contract, the performance of the service provider should be monitored and formally reviewed against the agreed Service Level Agreement (SLA) deliverables.

Should the service provider's performance be assessed as unsatisfactory, FASSET shall be entitled to terminate the contract by providing a written notice and period to be outlined in SLA.

9. EVALUATION PROCESS

9.1 Compliance with minimum requirements

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

9.2 Mandatory requirements

- The bidder must submit proof of registration, membership, and/or accreditation with a recognised professional body relevant to internal auditing, such as the Institute of Internal Auditors South Africa (IIA SA), ISACA, South African Institute of Chartered Accountants, or an equivalent recognised professional body. Where the professional body registers individuals rather than firms, proof of membership for the proposed engagement partner or Chief Audit Executive (CAE) may be submitted. Failure to submit the required proof will result in the bid being disqualified and not evaluated further.

9.3 Functionality Evaluation

The evaluation criteria and weights for functionality as indicated in the table below, will apply. The minimum threshold score of 70 points out 100 must be achieved to qualify for further evaluation on preference points system (80/20).

#	Criteria for Functionality	
1	**Overall Experience**	**40**
1.1	**Company Experience in the Internal Auditing Services in the public sector (other than a SETA)**	**15**
1.1	The bidding service provider must demonstrate a minimum of five (5) years' company experience in providing internal audit services within the public sector, including Schedule 3A public entities, constitutional institutions, and government departments. Company experience must be substantiated in the company profile.	

Scoring Criteria	Points
Bidders with more than fifteen (15) years' experience in providing internal audit services in the public sector	5
Bidders with more than twelve (12) and up to fifteen (15) years' experience in providing internal audit services in the public sector	4

#	Criteria for Functionality	
	Bidders with more than ten (10) and up to twelve (12) years' experience in providing internal audit services in the public sector	3
	Bidders with more than eight (8) and up to ten (10) years' experience in providing internal audit services in the public sector	2
	Bidders with five (5) years and up to 8 years' experience in providing internal audit services in the public sector	1
	Failure to substantiate or submit relevant documents/information to obtain points.	0

#	Criteria for Functionality	
1.2	**Reference Letters in the Internal Auditing Services in the public sector (other than a SETA)**	**5**

The reference letters in the quantities specified in the scoring criteria table below, corresponding to the bidder's years of experience. All reference letters must be on the letterhead of the relevant Public Sector. Contactable reference person and detail the provider's experience in auditing. All reference letters will be subject to verification through email and/or telephonic confirmation.

Bidders must submit reference letters for internal audit services rendered to public sector institutions (other than a SETA). To be counted, each reference letter must meet ALL the following requirements:

(a) Be on the official letterhead of the public sector institution concerned;
(b) Relate to a completed internal audit contract, completed within the last ten (10) years;
(c) Describe the nature of the internal audit services rendered and state the contract period;
(d) Provide the name, designation, telephone number, and email address of a contactable reference person; and
(e) Be from a different public sector institution to any other letter counted under these criteria (a maximum of one letter per institution will be counted).

Scoring Criteria	Points
Five (5) or more reference letters for completed contracts with contactable references.	5
Four (4) reference letters for completed contracts with contactable references.	4
Three (3) reference letters for completed contracts with contactable references.	3
Two (2) reference letters for completed contracts with contactable references.	2
One (1) reference letter for completed contracts with contactable references.	1

		Failure to substantiate or submit relevant documents/information to obtain points.	0

#	Criteria for Functionality	
1.3	**Company Experience in the SETA Environment**	**15**
	The bidding service provider must demonstrate a minimum of five (5) years' company experience in providing internal audit services within the SETA.	

Scoring Criteria	Points
Bidders with more than fifteen (15) years' experience in providing internal audit services in the SETA environment.	5
Bidders with more than twelve (12) and up to fifteen (15) years' experience in providing internal audit services in the SETA environment.	4
Bidders with more than ten (10) and up to twelve (12) years' experience in providing internal audit services in the SETA environment.	3
Bidders with more than eight (8) and up to ten (10) years' experience in providing internal audit services in the SETA environment.	2
Bidders with five (5) years and up to 8 years' experience in providing internal audit services in the SETA environment	1
Failure to substantiate or submit relevant documents/information to obtain points.	0

#	Criteria for Functionality	
1.4	**Reference Letters in the Internal Auditing Services in the SETA environment**	**5**

The reference letters in the quantities specified in the scoring criteria table below, corresponding to the bidder's years of experience. All reference letters must be on the letterhead of the relevant SETA. Contactable reference person and detail the provider's experience in auditing. All reference letters will be subject to verification through email and/or telephonic confirmation.

Bidders must submit reference letters for internal audit services rendered to SETAs. To be counted, each reference letter must meet ALL the following requirements:

(f) Be on the official letterhead of the SETA concerned;
(g) Relate to a completed internal audit contract, completed within the last ten (10) years;
(h) Describe the nature of the internal audit services rendered and state the contract period;
(i) Provide the name, designation, telephone number, and email address of a contactable reference person; and

#	Criteria for Functionality
	(j) Be from a different SETA

Scoring Criteria	Points
Five (5) or more reference letters for completed contracts with contactable references.	5
Four (4) reference letters for completed contracts with contactable references.	4
Three (3) reference letters for completed contracts with contactable references.	3
Two (2) reference letters for completed contracts with contactable references.	2
One (1) reference letter for completed contracts with contactable references.	1
Failure to substantiate or submit relevant documents/information to obtain points.	0

#	Criteria for Functionality	
2	**Project Plan and Methodology**	**10**
2.1	The bidder must submit a tentative comprehensive project plan and audit methodology that clearly explains how the internal audit services will be delivered. The submission must include: 1. A clear internal audit methodology, including risk-based internal audits and, where applicable, IT audits, performance audits, and internal financial controls; 2. A project plan outlining key activities, milestones, timelines, and expected deliverables; 3. Quality assurance arrangements to ensure audit work complies with professional standards; 4. Clear reporting arrangements, including reporting lines and formats; and 5. A mechanism to monitor and report progress against the audit plan. **Note**: *For evaluation purposes, bidders are required to submit a tentative project plan & audit methodology demonstrating how they intend to conduct the internal audit engagements, including the proposed audit approach, reporting process, timelines, and key milestones.*	

Scoring Criteria	Points

#	Criteria for Functionality	
	Bidders who submit a tentative comprehensive project plan and audit methodology that clearly outlines activities, timelines, milestones, reporting arrangements, and progress monitoring, and addresses all five (5) stated requirements.	5
	Bidders who submit a tentative comprehensive project plan and audit methodology with a clear and logical flow of activities and timelines but address only four (4) of the five (5) stated requirements.	4
	Bidders who submit a tentative comprehensive project plan and audit methodology with a clear and logical flow of activities and timelines but address only three (3) of the five (5) stated requirements.	3
	Bidders who submit a tentative comprehensive project plan and audit methodology outlining the work to be performed and timelines but address only two (2) of the five (5) stated requirements.	2
	Bidder who addresses only one (1) of the five stated requirements.	1
	Bidder who has addressed none of the above requirements, or who fail to submit a project plan and audit methodology.	0
3	**Resources and allocation**	**40**
3.1	**Resource Plan, Capacity and Financial Sustainability**	**10**
	The bidder must submit a resource plan and demonstrate that it has the appropriate capacity, capability, tools, and financial sustainability to design and deliver risk-based internal audit services for FASSET. The submission must include the following: 1**. Resource Plan and Team Structure** A clear organogram reflecting the proposed project team; Defined roles and responsibilities of each team member; An appropriate mix of skills (e.g., governance, financial, compliance, IT audit); The ability to deploy additional staff based on audit requirements and emerging risks. 2. **Approach to Resourcing** How resources will be allocated to develop the internal audit plan and execute audits; Demonstration of capacity to cover FASSET's operational, ICT, and compliance risk areas 3. **Tools, Methodologies, and Systems** Use of recognised internal audit methodologies aligned to IIA standards; Availability of audit tools and systems to support planning, execution, and reporting.	

#	Criteria for Functionality
	4. **Financial Sustainability** Audited or independently reviewed financial statements for the past three (3) years confirming that the entity is a going concern.

5 Points	3 Points	2 Points	1 Point	0 Point
Bidder addressed **All** of the **four** sub-sections resources and allocation. **1.Complete Resource Plan and Team Structure** • A clear organogram reflecting the proposed project team; • Defined roles and responsibilities of each team member; • An appropriate mix of skills (e.g., governance, financial, compliance, IT audit); • The ability to deploy additional staff based on audit requirements and emerging risks. **2. Complete Approach to Resourcing** • How resources will be allocated to develop the internal audit plan and execute audits; • Demonstration of capacity to cover	Bidder addressed **three** of out of four sub-sections resources and allocation. **1.Partial Resource Plan and Team Structure** • Partial organogram reflecting the proposed project team; • Partial defined roles and responsibilities of each team member; • Partial mix of skills (e.g., governance, financial, compliance, IT audit); • Partial capability to deploy additional staff based on audit requirements and emerging risks. **2. Partial Approach to Resourcing** • How resources will be allocated to develop the internal audit plan and execute audits; • Partial demonstration of capacity to cover FASSET's operational, ICT,	Bidder addressed two out of **four sub-**sections resources and allocation **1.Fair or Unclear Resource Plan and Team Structure** • Fair or Unclear organogram reflecting the proposed project team; • Fair or Unclear defined roles and responsibilities of each team member; • Fair or Unclear mix of skills (e.g., governance, financial, compliance, IT audit); • Fair or Unclear capability to deploy additional staff based on audit requirements and emerging risks. **2. Fair or Unclear Approach to Resourcing** • How resources will be allocated to develop the internal audit plan and execute audits; • Fair or Unclear demonstration of capacity to	Bidder addressed only **one** of out of **four** sub-sections resources and allocation. **1. Poor or No Resource Plan and Team Structure** • Poor or No organogram reflecting the proposed project team; • Poor or no defined roles and responsibilities of each team member; • Poor or No mix of skills (e.g., governance, financial, compliance, IT audit); • Poor or No capability to deploy additional staff based on audit requirements and emerging risks. **2. Poor or No Approach to Resourcing** • How resources will be allocated to develop the internal audit plan and execute audits; • Poor or No demonstration of capacity to cover	Bidder failed to substantiate or submit relevant documents for the required subsections

5 Points	3 Points	2 Points	1 Point	0 Point
FASSET's operational, ICT, and compliance risk areas	and compliance risk areas	cover FASSET's operational, ICT, and compliance risk areas	FASSET's operational, ICT, and compliance risk areas	
3. Complete Tools, Methodologies, and Systems • Use of recognised internal audit methodologies aligned to IIA standards; • Availability of audit tools and systems to support planning, execution, and reporting.	**3. Partial Tools, Methodologies, and Systems** • Partial use of recognised internal audit methodologies aligned to IIA standards; • Partial availability of audit tools and systems to support planning, execution, and reporting.	**3. Fair or Unclear Tools, Methodologies, and Systems** • Fair or Unclear use of recognised internal audit methodologies aligned to IIA standards; • Fair or Unclear availability of audit tools and systems to support planning, execution, and reporting.	**3. Poor or No Tools, Methodologies, and Systems** • Poor or No use of recognised internal audit methodologies aligned to IIA standards; • Poor or No availability of audit tools and systems to support planning, execution, and reporting.	
4. Complete Financial Sustainability • Audited or independently reviewed financial statements for the past three (3) years confirming that the entity is a going concern.	**4.Partial Financial Sustainability** • Partial Audited or independently reviewed financial statements for the past three (3) years confirming that the entity is a going concern.	**4. Fair or Unclear Financial Sustainability** • Fair or Unclear Audited or independently reviewed financial statements for the past three (3) years confirming that the entity is a going concern.	**4. Poor or No Financial Sustainability** • Poor or No Audited or independently reviewed financial statements for the past three (3) years confirming that the entity is a going concern.	

Note: criteria 3.1 assesses the proposed team structure, resourcing approach, tools, and financial standing of the firm; criteria 3.2 assesses the qualifications and experience of the individuals proposed

3.2 Expertise and Capability of Staff to be used	**30**

The bidder must demonstrate the expertise and experience of the proposed project team, clearly reflecting their capability to deliver the required internal audit services. Curricula vitae (CVs) of key personnel must be submitted, together with certified copies of relevant qualifications and proof of registration with recognised professional bodies, where applicable.

Scoring Instructions

1. Score each of the six positions in the table below out of a maximum of 5 points.

2. For each position, verify the minimum requirements listed in the left-hand column against the documents submitted (certified qualification, proof of professional registration where applicable, and detailed CV). If any minimum requirement is not met or no evidence, the position scores 0 points.

3. If all minimum requirements are met, award points according to the years of relevant experience, using the bands in the table. Years of experience are verified from the CV and other supporting documents.

For the Internal Auditor position, where more than one internal auditor is proposed, the score is based on the years of experience of the least experienced proposed auditor. E.g.: if three auditors are proposed with 6, 4 and 2 years' experience respectively, the score is determined by the auditor with 2 years, in this case, 2 points

Position and minimum requirements	5 points	3 points	2 points	1 point	0 points
1. Engagement Partner / Director *Minimum requirements (all must be verified):* • Relevant qualification at minimum NQF Level 8 (certified copy submitted) • Membership of a recognised professional body (e.g., IIA SA, SAICA, SAIPA) with proof of registration • Experience in internal audit or related assurance services within the public sector, including SETA experience • Detailed CV submitted	15 years or more	12 to less than 15 years	9 to less than 12 years	5 to less than 9 years	Less than 5 years, OR any minimum requirement not met / met / any evidence
2. Senior Audit Manager *Minimum requirements (all must be verified):* • Relevant qualification at minimum NQF Level 8 (certified copy submitted) • Membership of a recognised professional body with proof of registration • Experience in internal audit or related assurance services within the public sector, including SETA experience • Detailed CV submitted	12 years or more	10 to less than 12 years	7 to less than 10 years	4 to less than 7 years	Less than 4 years, OR any minimum requirement not met / met / any evidence
3. Internal Audit Manager *Minimum requirements (all must be verified):* • Relevant qualification at minimum NQF Level 7 (certified copy submitted)	10 years or more	8 to less than 10 years	5 to less than 8 years	3 to less than 5 years	Less than 3 years, OR any minimum requirement not met / met

3.2 Expertise and Capability of Staff to be used					30
Membership of a recognised professional body with proof of registration Experience in internal audit or related assurance services within the public sector Detailed CV submitted					/ any evidence
4. IT Specialist *Minimum requirements (all must be verified):* Relevant professional accreditation (e.g. CISA or equivalent) with proof of registration / certification Experience in IT audit or related assurance services Detailed CV submitted	8 years or more	6 to less than 8 years	4 to less than 6 years	2 to less than 4 years	Less than 2 years, OR any minimum requirement not met / met / any evidence
5. Senior Internal Auditor *Minimum requirements (all must be verified):* Relevant qualification (minimum NQF Level 6/7 or IAT (Internal Audit Technician) /PIA (Professional Internal Auditor) designation) with certified copy submitted Experience in internal audit or related assurance services Detailed CV submitted	6 years or more	4 to less than 6 years	2 to less than 4 years	1 to less than 2 years	Less than 1 year, OR any minimum requirement not met / not evidenced
6. Internal Auditor assessed on ALL proposed auditors Relevant qualification at minimum NQF Level 6 for ALL proposed internal auditors (certified copies submitted) Experience in internal audit or related assurance services Detailed CVs submitted for ALL proposed internal auditors	All auditors have 4 years or more	All auditors have 3 and less than 4 years	All auditors have 2 and less than 3 years	All auditors have at least 1 year or less than 2 years	Any auditor has less than 1 year, OR any minimum requirement not met / not evidenced

#	Criteria for Functionality

4.	**Quality Assurance and Improvement Programme (QAIP)**	**10**	
	The bidder must demonstrate the existence and application of a Quality Assurance and Improvement Programme (QAIP) to ensure that internal audit services are delivered in accordance with professional standards and continuously improved. Bidders who clearly demonstrate: • A documented Quality Assurance and Improvement Programme (QAIP) aligned to the Global Internal Audit Standards; • Internal quality review processes covering audit planning, execution, reporting, and follow-up; • Regular monitoring of audit quality and corrective actions; and • Readiness for, or experience with, external quality assurance reviews.	5	
	Bidders who demonstrate: • Partial quality assurance arrangements or informal quality review processes; and • Limited evidence of structured quality monitoring or continuous improvement.	3	
	Bidders who demonstrate: Minimal or ad hoc quality controls with no formal QAIP framework	1	
	Bidders who: • Failure to substantiate or submit relevant documents/information to obtain points	0	

9.4 Pricing and Preferential point system (80/20)

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

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

Specific Goals	**Points Allocation for 80/20**
1. Black People Ownership	• 100% Black People Ownership = **5 points** • 51% Black People Ownership = **3 points** • Less than 51% Black People Ownership = **0 points**
2. Black Woman Ownership	• 100 - 50% Black Woman Ownership = **5 points** • 49% and less Black Woman Ownership = **0 points**
3. Black Youth Ownership	• 100 - 50% Black Youth Ownership = **5 points** • 49% and less Black Youth Ownership = **0 points**
4. People with Disability Ownership	• 1 or more disabled person/s = **5 points** • No person/s with disability = **0 points**
Maximum total points allocation	**20 points**

10. SECTION TWO

10.1 Terms of Engagement

10.1.1 The successful bidder shall not take more than one (1) month from date of the Bid being contracted to render the required service unless otherwise indicated and agreed between the successful Bidder and FASSET.

10.1.2 The successful Bidder shall manage as confidential all data, information and insights gained in execution of work for the FASSET

10.1.3 FASSET retains the right to require the successful Bidder to obtain permission in writing from FASSET prior to replacement of individuals/resources proposed for execution of this Bid.

10.1.4 All documentation and responses will be supplied and exchanged utilising standard Microsoft Office (Word, Excel, and PowerPoint) products.

10.1.5 The successful bidder will be required to submit reports and/or conduct presentations to FASSET for the Accounting Authority consideration when required.

10.1.6 Any attempt to gain information in a manner deemed to be fraudulent or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation/adjudication will result in immediate disqualification from the bid process and requisite SCM prescripts will be followed in this regard.

10.1.7 FASSET reserves the right NOT to appoint/award this bid and or sign a lease agreement.

11. CONDITIONS OF THE TENDER

11.1 Proposals shall include all relevant information about the Bidder, which is deemed appropriate to assist FASSET to assess the bidder's capabilities, capacity, outputs, value adding abilities, competitive advantage, etc.

11.2 The proposals presented should describe the methodology to be used in executing the required services. Bidders should also indicate value added services expected to be provided to FASSET if any.

11.3 The proposals presented are to be as comprehensive as possible and FASSET reserves the right to request the Bidder to provide more clarity.

11.4 Bidders shall adhere to the conditions stipulated in the General Conditions of Contract (GCC) as prescribed by the National Treasury and any Special Conditions of Contract/Service Level Agreement which may be signed upon appointment.

11.5 Bidders shall ensure that the complete bid document is submitted with all additional required information and any other documents that the bidder wishes to supply to substantiate or clarify specific aspects in the proposal.

11.6 The person completing the bid documents and submitting the proposal, must have the requisite authority or approval.

12. Price and Pricing Structure

12.1 Bidders must provide the basis on which the services will be charged.

12.2 The Bidder shall reflect service discounts that they will offer throughout the contract duration and must be indicated on the pricing schedule **(Annexure A: Financial Proposal)**

12.3 Bidders' submissions must reflect the detailed breakdown of the bid amount as per the pricing schedule **(Annexure A: Financial Proposal)**

12.4 Prices must include all applicable taxes and all other costs related to the execution of the required services.

12.5 The bidder agrees not to change the price with VAT or any other Tax after submitting the tender. This includes subsequent VAT registration.

12.6 **Arithmetic errors:**

a. **Discrepancy in Words and Figures**: The amount written in words always takes precedence over the numbers
b. **Line Item vs. Rate**: If multiplying a unit rate by a quantity yields a different total than listed, the line-item total governs, and the unit rate is corrected mathematically
c. **Notification and Confirmation**: FASSET will notify the bidder of the errors and offer them a chance to confirm the corrected amount or withdraw their tender.

12.7 Bid amount must be charged in South African currency (Rand)

13. Compliance with General Conditions of Contract

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

14. Acceptance of Submissions

No submission shall be deemed to have been accepted, unless and until a formal award/appointment letter has been duly commissioned and executed. Submissions shall remain open for acceptance by FASSET for a period of **120 (one-hundred and twenty) days** from the date on which they are returnable in terms of this Bid. In the event of a bid extension, Bidders will be notified of the extension a few days before the 120-day deadline, informing them that the period will be extended by an additional 30 days.

15. FASSET Liability

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

16. Bid Amount

No change in the bid amount submitted shall be considered after the Bid submission.

17. Amplification of Submissions

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

18. Cost of Proposal

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

19. Bid Documents

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

20. Documents Comprising the Proposal

In preparing the technical and price components of the submissions all references to descriptive material and brochures should be included in the appropriate response paragraph, although material documents themselves may be provided as annexes to the proposal / response. Bidders are requested to focus on the provision of relevant information and to limit the amount of marketing and “boilerplate” material. The successful Bidder’s proposal may be incorporated in whole or in part in the final contract. Any information that the Bidder considers proprietary should be marked as such.

21. Information

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

22. Period of Validity

Proposals shall remain valid for ninety (120) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by FASSET on the grounds that it is non-responsive. In exceptional circumstances, FASSET may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

23. Format and Signing of Proposals

Bidders are requested to make two (2) envelope submissions in hard copies.
One (1) marked “Functionality Proposal” and
One (1) marked “Financial Proposal”. The proposals shall be signed by the Bidder, or a person or persons duly authorised to bind the Bidder to the contract.

24. Interlineations

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

25. Performance Based Agreement

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

26. Payment

The successful service provider shall be paid in line with the accepted and approved Financial Proposal (part of the SLA) and satisfactory work detailed in the scope and submission of supporting documents.

27. Due Diligence

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

28. Compliance to Legislations

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

29. Summary of Compliance & Elimination Reasons

The table below summarises the reasons for bid elimination which may be imposed in the pre-compliance checking process. Prior to the bid being evaluated for functionality the tabulated areas below are assessed, and where the bid does not meet the criteria, the bid will be eliminated and will not be submitted to the next phase for the assessment of functionality

Area	**FASSET Requirement**	
1	Bidders are requested to submit one (1) submission marked “Functionality and one (1) Financial Proposal”	**Bid will be disqualified**
2	Bidder or its directors/shareholders are on the National Treasury "Restricted List"	**Bid will be disqualified if they appear on this list**
3	Bidder or its directors/shareholders are on the National Treasury "Tender Defaulters List"	**Bid will be disqualified if they appear on this list**
4	POPIA Act Consent form completed and signed and each page initialled.	**FASSET publishes tender information on public platforms, consent to share details (limited) about bidders is required in line with NT legislated circulars etc.**

Area	FASSET Requirement	
5	SBD 1: Invitation to Bid completed in full, signed and each page initialled.	**Bid must initial each page and complete in full (Submit: Financial Proposal)**
6	SBD 3.1: Pricing Schedule – Firm prices (Purchases)	**Bid must initial each page and Submit: Financial Proposal**
7	SBD 4: Bidders Disclosure completed in full and signed and each page initialled.	**Bid must initial each page and complete in full**
8	SBD 6.1: Preference Points Claim Form completed in full and signed and each page initialled.	**Bid must initial each page and complete in full**
9	SBD 7.2: Contract Form – Rendering of Service completed and signed in full and each page initialled	**Will be completed by the successful bidder Submit: Financial Proposal)**
10	Valid BBBEE certificate, or **certified** copy thereof, issued by a SANAS accredited verification agency, or a sworn affidavit for EMEs and QSEs or an affidavit issued by the CIPC. A trust, Consortium/Joint Ventures must submit their consolidated BBBEE Certificate and a joint venture agreement.	**For a sworn affidavit, please obtain the correct template provided by Dtic @ https://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/b-bbee-codes-b-bbee-acts-strategies-policies/**
11	Valid Business Registration Certificates issued by CIPC	**To be attached**
12	VAT registration certificate (VAT103) or number must be submitted (where applicable)	**VAT cannot be charged by bidders not registered for VAT**

SBD 1 - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FASSET

BID NUMBER: **FAS/NG/ARC/INTERNAL AUDIT SERVICES/CON3599/26**

CLOSING DATE: **04 September 2026**

CLOSING TIME: **11:00 am**

DESCRIPTION: **APPOINTMENT OF A SUITABLE, INDEPENDENT SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES TO FASSET FOR A PERIOD OF THREE 3) YEARS AND SEVEN (7) MONTHS COMMENCING ON 1 SEPTEMBER 2026 OR THE CONTRACT COMMENCEMENT DATE, WHICHEVER OCCURS FIRST, AND ENDING ON AND ENDING ON 31 MARCH 2030**

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

BID DOCUMENTS MAY BE POSTED TO:

……………………………………………………………………

OR:

………

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

……

………

Bidders should ensure that bids are delivered timeously to the correct submission link.

If the bid is late, it will not be accepted for consideration.

The bid submission link box is open until on the closing date and time.
ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS –

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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

NAME OF BIDDER …………………………………………………………………

POSTAL ADDRESS …………………………………………………………………

STREET ADDRESS …………………………………………………………………..

TELEPHONE NUMBER………………………………………………………………….

CELLPHONE NUMBER:………………………………………………………………….

FACSIMILE NUMBER:…………………………………………………………………….

E-MAIL ADDRESS ……………………………………………………………………….

VAT REGISTRATION NUMBER…………………………………………………………..

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT

(CCA)……..……………..……………...ϒ

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM

(SANAS); OR……………………..…ϒ

A REGISTERED AUDITOR ……………………..ϒ

[TICK APPLICABLE BOX]

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

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

SIGNATURE OF BIDDER ……………………………………………………….

DATE ……………………………………………………….

CAPACITY UNDER WHICH THIS BID IS SIGNED ……………………………………….

TOTAL BID PRICE…**Submit: Financial Proposal** ……………TOTAL NUMBER OF ITEMS OFFERED……… **Submit: Financial Proposal** ……….

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Queen Maphoto

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

SBD 3.1

PRICING SCHEDULE – FIRM PRICES
(PURCHASES)

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

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

Name of bidder……………………………………	Bid number……………….................................
Closing Time 11:00	Closing date…04 September 2026

OFFER TO BE VALID FOR…**120**……DAYS FROM THE CLOSING DATE OF BID.

_

ITEM NO. QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED) **Submit: Financial Proposal** ……………

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

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

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

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

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

2.3.1 If so, furnish particulars:

…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………

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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

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

3.1 I have read and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

……………………………… ……………………………………………
Signature Date

……………………………… ………………………………………...
Designation Name of bidder

SBD 6.1

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

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

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

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1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

(d) **"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; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20	**or**	**90/10**
$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$	or	$Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black People Ownership	N/A	• 100% Black People Ownership = **5 points** • 51% Black People Ownership = **3 points** Less than 51% Black People Ownership = **0 points**		
Black Woman Ownership	N/A	• 100 - 50% Black Woman Ownership = **5 points** • 49% and less Black Woman Ownership = **0 points**		
Black Youth Ownership	N/A	• 100 - 50% Black Youth Ownership = **5 points** • 49% and less Black Youth Ownership = **0 points**		
People with Disability Ownership	N/A	• 1 or more disabled person/s = **5 points** No person/s with disability = **0 points**		
Maximum total points allocation	N/A	**20 points**		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: ………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company

ϒ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

	……………………………………… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME:	………………………………………………………
DATE:	………………………………………………………
ADDRESS:	………………………………………………………
	………………………………………………………
	………………………………………………………
	………………………………………………………

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I…………………………………………….in my capacity as……………………………… accept your bid under reference number ………………dated………………………for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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

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

SIGNED AT ………………………………………ON………………………………..

NAME (PRINT) ………………………………………….

SIGNATURE …………………………………………

WITNESSES

1 ……………………………….

2 …..................................

DATE: ……………………………….…

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

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

1. What is personal information?

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

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

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

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

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

3. How will FASSET process personal information?

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

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

4. To whom will personal information be disclosed?

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

5. Consent and Permission to process personal information:

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

SECTION B: POPI ACT CONSENT FORM

- I understand that withholding of or failure to disclose personal information will result in FASSET being unable to perform its functions and/or any services or benefits I may require from FASSET.
- Where I shared personal information of individuals other than myself with FASSET I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.

- To this end, I indemnify and hold FASSET not responsible in respect of any claims by any other person on whose behalf I have consented, against FASSET should they claim that I was not so authorised.
- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold FASSET responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

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

- the information was collected in furtherance of an investigation or legal dispute, instituted, or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Requesting access and lodging of complaints:

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

Signature	Date: