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Education, Training and Development Practices Sector Education and Training Authority

BID NO: SCMU: 10 - 2023/24

REQUEST FOR BIDS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLY COMPETENT SERVICE PROVIDER TO PROVIDE INTERNAL AUDIT SERVICES

1. INTRODUCTION

The Education Training and Development Practices Sector Education and Training Authority (ETDP-SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No 97 of 1998 to advance skills levels in accordance with the National Skills Development Strategy III. The Mandate of the ETDP-SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers and employees in the ETD sector.

The ETDP-SETA will host a virtual briefing session for **BID NO: SCMU: 10 - 2023/24 – Appointment of a suitably competent service provider to provide internal audit services** on **15 January 2024** at **11h00**. Access details will be available on www.etdpseta.org.za as from **14 January 2024**. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE BRIEFING SESSION WILL CLOSE AT 11H15!!

The ETDP-SETA reserves the right not to award the BID.

2. PURPOSE AND OBJECTIVES

The objective of this bid is to appoint an independent service provider to provide independent and objective internal audit services to the organisation.

3. PROJECT SCOPE AND REQUIREMENTS

3.1. Risk-based Internal Audit Services

- 3.1.1 Reviewing and maintaining the current risk register in the entity.
- 3.1.2 Develop a risk based three-year rolling internal audit plan and a one (1) year operational plan.
- 3.1.3 Perform audits according to the audit plan approved by Audit and Risk Committee (Financial, Performance Information, IT Governance, and IT systems applications)
- 3.1.4 Review and appraise the adequacy and effectiveness of the system of internal controls.
- 3.1.5 Review the compliance with policies, plans, procedures, statutory requirements, and regulations, which could have a significant impact on operations.

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- 3.1.6 Perform audits that are designed to improve the detection of fraud and corruption risks and weaknesses in the control environment.
- 3.1.7 Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.
- 3.1.8 Reviewing the means of safeguarding assets and verifying the existence of assets.
- 3.1.9 Appraising the economy and efficiency with which resources are employed and identifying opportunities to improve operating performance.
- 3.1.10 Compile annual conclusion on the control environment for purposes of the Annual Integrated Report of the entity.
- 3.1.11 Work closely with the external auditors and other assurance providers to ensure synergy of approach, with a view to minimal duplication of effort and to obtain reliance on work performed. Spearhead the development, review and implementation of combined assurance documentation and quarterly report on its practical implementation.
- 3.1.12 Provide advisory services and ad-hoc audits as and when requested by management or Audit Committee
- 3.1.13 Follow-up on implementation plan of recommendations from various stakeholders.
- 3.1.14 Report quarterly to the Audit and Risk Committee
- 3.1.15 Develop a framework to capacitate and build ETDP-SETA's Internal Audit unit during the contracting period.
- 3.1.16 Train the ETDP-SETA's Internal Audit unit on framework, methodology to be followed post the contract period.

3.2 Risk Management

The scope of work also includes general risk management support. The ETDP-SETA has a very well embedded risk management framework and a well-developed structure for reporting to the Risk management Committee (RMC) and the Audit & Risk Committee (ARC).

The list of services the ETDP-SETA may require assistance with includes but is not limited to:
Conducting/reviewing the annual risk assessment methodology, processes, and framework for the entity, both strategically and operationally for all functional units of the ETDP-SETA

3.3 Quality Assurance and Improvement Programme

The Internal Audit Firm shall ensure that all work performed conforms to the International Standards for the Professional Practice of Internal Auditing in terms of the following aspects of the Quality Assurance and Improvement Programme:

- 3.3.1 Internal Assessments
 - Ongoing monitoring of the performance of all the internal audit activities performed for the ETDP-SETA.
 - Periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practice.
- 3.3.2 External Assessments

A report of the latest external quality assurance review conducted in the last five years by a qualified, independent assessor or assessment team from outside the organization must be provided.

4. SCOPE OF WORK

The successful bidder may be required to perform the following services:

- Financial audits.
- Compliance audits.
- Performance audit.
- Operational audits.
- Performance information audits.
- Information, Communication & Technology (ICT) audits.
- Risk management review.
- Corporate Governance Review.
- Ad hoc projects.
- Investigative (forensic) audit as and when required, and
- Quality Assurance Review.

To clearly describe the bidders' understanding of the work to be done, bidders must explain their respective approaches to performing internal audits, including the audit methodology, nature, timing and extent of the audit procedures to be performed.

Audit methodologies and approaches entailing Planning, Execution and Reporting phases for the following audit types should be provided:

- Operational and Compliance Audits.
- Performance Information Audits - Audit of Pre-determined Objectives (AoPO).
- Performance Management Audits-(3 Es); i.e., Economy, Effectiveness & Efficiency on Core Business.
- Review of Annual Financial Statements and Interim Financial Statements (AFS & IFS).
- Information and Communication Technology Audits (ICT).

5. COSTING MODEL (PRICE SCHEDULE)

5.1 THREE-YEAR ROLLING PLAN COSTING

The cost of the projects can be costed as per the bidder's costing model detailing all possible activities that can be applicable including the total cost per year 1, year 2 and year 3. Below is an example of the audits that are normally covered depending on the risk profile of the organisation which can be utilised for purposes of this section:

The below costing model must not be modified at all, and if retyped all line items in the order as stated below to be included.

NO.	AUDIT ACTIVITY	RESOURCE (DIFFERENT LEVELS)	BUDGETED HOURS	RATE USED	BUDGETED AMOUNT
1.	OPERATIONAL AND COMPLIANCE AUDITS				
1.1	Attendance of Audit Committee Meetings (Quarterly)				
1.2	Attendance of SMT meetings to Present Audit Reports (Quarterly)				
1.3	Human Resource Audit				
1.4	Financial Management				
1.5	Supply Chain Management				
1.6	Skills Planning & Research				
2.	REVIEW OF ANNUAL FINANCIAL STATEMENTS AND INTERIM FINANCIAL STATEMENTS (AFS & IFS).				
2.1	Review of Interim Financial Statements (IFS)				
2.2	Review of Annual Financial Statements (AFS)				
3	PERFORMANCE INFORMATION AUDITS				
3.1	Audit of Predetermined Objectives – Q1				
3.2.	Audit of Predetermined Objectives – Q2				
3.3	Audit of Predetermined Objectives – Q3				

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NO.	AUDIT ACTIVITY	RESOURCE (DIFFERENT LEVELS)	BUDGETED HOURS	RATE USED	BUDGETED AMOUNT
3.4	Audit of Predetermined Objectives – Q4				
3.5	Review of Annual Performance Report (APR)				
3.6	Review of draft Annual Performance plan (APP) and alignment to Strategic Plan				
4	PERFORMANCE AUDITS – 3ES ON CORE BUSINESS				
4.1	Project Management				
4.2	Bursary Management				
4.3	Payment of stipends				
4.4	Education, Training & Development Quality Assurance (ETDQA)				
5.	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AUDITS				
5.1	General computer controls				
5.2	Application controls				
5.3	Network vulnerability assessment				
5.4	Business Continuity Management				
5.5	Cyber security				
	TOTAL ANNUAL BUDGET VAT EXCLUSIVE				
6.1	Ad-hoc Reviews @10% of the Total Annual Budget				
	VAT @ 15%				
	TOTAL VAT INCLUSIVE OF VAT				

SIMILAR DETAILS SHOULD BE PROVIDED FOR YEARS 2 AND 3.

It should be stated if rates used are fixed over the contract period or if there will be escalations, if the latter, escalations rates should be explicit used for costing under years two (2) and three (3).

Considering that the ETDP-SETA follows a risk-based audit approach, the above-mentioned costing model is subject to change based on the changes in the risk profile.

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Education, Training and Development Practices Sector Education and Training Authority

NAME OF BIDDER: _____

POSITION/ ROLE: _____

SIGNATURE: _____

6. DURATION OF THE PROJECT

The duration of the contract is a period of 36 months starting from 1st of April 2024 to 31st of March 2027.

7. EVALUATION CRITERIA

THE ETDP-SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP-SETA procurement policy.

Folder A (USB) must have documents for Stage 1 and Stage 2

7.1. STAGE 1 [Folder A (USB)]

Bidders will be evaluated on the submission of the requested mandatory documents. Fully completed and signed forms with witnesses' signature must be submitted and all applicable boxes be ticked.

7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. The audit firm should be registered with Independent Regulatory Board for Auditors (IRBA)
2. Directors should be registered with professional body; Institute of Internal Auditors (IIA) and should provide a membership certificate from the IIA confirming current membership in good standing.
3. Latest external assurance certificate for conformance to IIA standards on QAR standard 1300

NB: Failure to submit any of the above-requested mandatory documents will lead to disqualification.

7.2. STAGE 2 [Folder A (USB)]

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

The minimum qualifying score for functionality will be **80 points** and bids that fail to achieve the minimum qualifying score will be disqualified.

Only bids that achieved the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

The evaluation criteria for functionality will be as below:

NO	QUALIFYING CRITERIA FOR SHORT LISTING	POINTS
1.	<p>1. Experience and References: of the company in providing similar internal audit service in a public sectors or SETA/s.</p> <p>#1.1. Experience: 10</p> <ul style="list-style-type: none"> 3 – 5 Years = 10 1 – 2 years = 5 <p># Accumulated number of years in providing the internal audit service.</p> <p># Company experience in internal auditing, including how long these services have been offered by the service provider.</p> <p># Company experience in IT audits, Risk management, the audit of pre-determined objectives and financial statement audit.</p> <p>1.2. Contactable references letters: 10</p> <ul style="list-style-type: none"> 3 projects and above = 10 2 projects = 7 1 project = 5 <p>*[Each reference must clearly indicate.</p> <ul style="list-style-type: none"> Name of the bidder Objectives and scope of the project (nature of the project) Duration of the project Recommendation Contact details Must be signed by relevant authorised personnel. <p>NB: Failure to provide the above will lead to point not being allocated.</p>	20

2.	<p>2. Qualification and Experience of personnel (Attach CVs and qualifications of the project team members)</p> <p>2.1. Qualification: 25</p> <p>2.1.1. Director: 10</p> <ul style="list-style-type: none"> • Postgraduate Qualification in Internal Auditing/ Financial Accounting/ Financial Information Systems and Technology with professional certification as a Certified Internal Auditor (CIA) = 10 • Bachelor's degree in Internal Auditing/ Financial Accounting/ Financial Information Systems with CIA) = 5 • Bachelor's degree in Internal Auditing/ Financial Accounting/ Financial Information Systems with other Professional Certifications i.e., CA(SA); CISA, CRMA, CCSA, FIIASA, CPrac (SA), CFE, = 3 <p>2.1.2. Project Manager: 5</p> <ul style="list-style-type: none"> • Postgraduate Qualification in Internal Auditing/ Financial Accounting/ Financial Information Systems and Technology) = 5 • Bachelor's degree in Internal Auditing/ Financial Accounting/ Financial Information Systems = 3 <p>2.1.3. IT Specialist: 5</p> <ul style="list-style-type: none"> • IT Specialist in possession of Postgraduate Qualification in Internal Auditing/ Financial Accounting/ Financial Information Systems and Technology with CISA professional accreditation =5 • Bachelor's degree in Internal Auditing/ Financial Accounting/ Financial Information Systems with CISA professional accreditation = 3 <p>#2.1.4. Team members: 5</p> <ul style="list-style-type: none"> • Bachelor's degree in Internal Auditing/ Financial Accounting/ Financial Information Systems and Technology) = 5 • National Diploma in Internal Auditing/ Financial Accounting/ Financial Information Systems and Technology = 3 <p># There must be at least five team members. Less than five members will lead to points not being allocated. 60% of the team shall be having a bachelor's degree to get a maximum score in this area.</p> <p>2.2. Experience 25</p> <p>2.2.1. Director: 10</p> <ul style="list-style-type: none"> • 10 years plus = 10 • 5 - 9 years = 5 • 1 – 4 years = 2 	50
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	<p>2.2.2. Project manager: 5</p> <ul style="list-style-type: none"> • 5 Years plus = 5 • 3 – 4 years = 4 • 1 – 2 years = 2 <p>2.2.3. IT Specialist: 5</p> <ul style="list-style-type: none"> • 5 years plus= 5 • 3 - 4 years = 4 • 1 - 2 years = 2 <p>2.2.4. Team members (in auditing): 5</p> <ul style="list-style-type: none"> • Two members with 5 years plus = 5 • One member with 3 – 4 Years = 3 • Two members from 1 – 2 years = 2 <p>*NOTE: <i>Failure to attach the CV and Qualifications will lead to point not being allocated.</i></p> <p><i>The project team submitted for this bid shall remain the same team for the duration of the term. Should there be any changes, the new team members must have the same qualifications and experience or even more, and the SETA should be informed of such changes.</i></p> <p><i>Foreign qualifications are required to be accompanied by a SAQA evaluation certificate. Failure to attach the evaluation certificate will lead to points no being allocated.</i></p>	
3.	<p>3. Audit methodology entailing Planning, Execution and Reporting in the following audit types: 25.</p> <ul style="list-style-type: none"> i. Audit of Predetermined Objectives (AoPO) ii. Operational and Compliance Audits iii. Information and Communication Audit (ICT) iv. Performance Audit (3 Es) v. Audit of Annual Financial Statements (AFS) <ul style="list-style-type: none"> • bidders who provide methodologies and demonstrate understanding of all the above five audit areas = 25 • bidders who do not provide methodologies and demonstrate understanding of all the above five audit areas = 0 <p>NB: The bidder may/may not be requested to present the methodology to the BEC. Using Microsoft PowerPoint to demonstrate the service.</p>	25
4.	<p>4. Capacity to deliver:</p> <p>Company profile, including the organisational Structure. This should include the following:</p>	5

	<ul style="list-style-type: none"> • Provide details of audit software being used to conduct audits = 5 <p>NB: All audit files are to be submitted to the ETDP-SETA in electronic format</p>	
TOTAL		100

Bidders must provide documents to justify awarding the above points, and such include details of contactable references to validate the information submitted.

Points will be awarded on a sliding scale.

Please take note of the value and scoring point system of your bid.

7.3 STAGE 3 [Folder B (USB)]

PRICING SCHEDULE DOCUMENTS

- Costing Model (**Price must be final, include VAT and signed**)
- Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award.**
- Invitation to Bid - **SBD1**
- Declaration of Interest – **SBD 4 (New)**
- Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals.**
- B-BBEE certificate or sworn affidavit (**If claiming preferential points) – this will be used to verify points to be allocated for specific goals.**

80/20 preference point system shall be applicable as follows:

Price	80
Allocation of specific goals	20

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP-SETA will adhere to its policy on the appointment of service providers.

8. BID CONDITIONS

1. The ETDP-SETA Supply Chain Management Policy will apply:
2. ETDP-SETA does not bind itself to appoint a bidder with the highest points.
3. ETDP-SETA reserves the right to negotiate the bidder's price.
4. ETDP-SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
5. Bids which are late, incomplete, unsigned **will NOT** be accepted.
6. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) or a signed Sworn Affidavit for allocation of points for specific goals.
7. Specific goals shall not be allocated where supportive documents, as stated in the bid documents, are not provided as stated in the bid document.
8. Bids submitted are to hold good for a period of **90 days**.
9. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
10. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, Sworn Affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
11. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
12. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
13. Companies that are in the process of de-registration in the CIPC will not be considered.
14. The ETDP-SETA remains the sole owner and custodian of all content, material, or any other form of development. No information of or on behalf of the ETDP-SETA may be shared, during the duration or after the closing period of the project. It remains the responsibility of the appointed service provider to hand over all material to the ETDP-SETA. Should a service provider wish to have the ETDP-SETA as a referral, permission for this must be sought.

9. BID DOCUMENTS/PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP-SETA website: www.etdpseta.org.za, Main Menu > Supply Chain Management > Procurement > Open Tenders as from **16h00 on 14 December 2023**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked **“Folder A-Technical Proposal” and “Folder B- Financial Proposal”**.

Folder B - (Financial Proposal) Costing Model (*Price must be final, include VAT and signed*), Submit a *“Unique security personal identification number (PIN) issued by SARS” which the SETA will use to verify the bidder’s tax matters prior to the award*, Invitation to Bid - **SBD1**, Declaration of Interest – **SBD 4 (New)**, Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -**SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals** and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – *this will be used to verify points to be allocated for specific goals*.

The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP-SETA.

All Bids/Proposals (completed in [one (1) USB] must be **courier or hand delivered to:**

The ETDP-SETA – Head Office
ETDP-SETA House
2-6 New Street
Ghandi Square
Johannesburg South - CBD
2091

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 02 February 2024**.

10. CLOSING DATE

All Proposals should reach the ETDP-SETA Offices on or before 11h00 on 02 February 2024.

No late submission will be accepted!

11. CONTACT PERSON

NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDP-SETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION

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PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:

Supply Chain Manager: Email: Tenderers@etdpseta.org.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.

ANNEXURE A

Bidders are required to provide references for the Director, Project Manager, IT Specialist and Team members. Failure to provide references will lead to disqualification.

1. RELEVANT EXPERIENCE OF THE DIRECTOR

Name of Director: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

2. RELEVANT EXPERIENCE OF THE PROJECT MANAGER

Name of Project Manager: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

3. ELEVANT EXPERIENCE OF IT SPECIALIST

Name of IT Specialist: _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)

4. RELEVANT EXPERIENCE OF THE TEAM MEMBER(S)

Name of Team member(s): _____

Project/Company name	Position/Role	Responsibilities	Start date	End date	Reference (Name & Surname)	Reference (Position)	Reference (Contact details)