



F A S S E T

*Make the future count*

**THE FINANCIAL AND ACCOUNTING SERVICES SECTOR EDUCATION AND TRAINING  
AUTHORITY**

**INVITATION TO TENDER: FASSET SEEKS TO APPOINT A REPUTABLE SERVICE  
PROVIDER TO SUPPLY, IMPLEMENT, AND MAINTAIN THE RISK MANAGEMENT  
SYSTEM FOR A PERIOD OF THREE (3) YEARS.**

**TENDER NO: FAS/NG/ARC/RISKMANAGEMENTSYSTEM/CON3450/24**

**RISK MANAGEMENT SYSTEM**

Closing Date: **16 MAY 2025**

TIME: **11H00**

**Bidder Name:**.....

THE DETAILS AND CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND FOR  
CONSIDERATION AND RESPONSE BY THE RECORDED RECIPIENTS ONLY.

## BID SUBMISSION

FASSET seeks to appoint a reputable service provider to supply, implement, and maintain the risk management system for a period of three (3) years.

**No briefing session will be held**

**Completed tender submissions must be hand delivered / deposited into the Tender Box at the reception area of FASSET offices, located at 296 Kent Avenue, 1st Floor, Ferndale, Randburg for the attention of: “Specialist: Supply Chain Management”.**

**No submissions sent by e-mail or facsimile will be accepted, and no submissions after the closing date will be accepted.**

**Bidders are requested to make two (2) envelope submissions in hard copies. One (1) envelope marked “Functionality and the second (2) envelope marked Financial”. In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc)**

**FASSET - ATTENTION: Specialist: Supply Chain Management, 296 Kent Avenue, 1st Floor, Ferndale, Randburg, by no later than 11:00 am (eleven o'clock) on the 16 MAY 2025.**

**Late submissions will not be considered. All enquiries are to be directed to Supply Chain Management Office at: (011) 476 8570 or Email: [tenders@fasset.org.za](mailto:tenders@fasset.org.za) or [Queen.Maphoto@fasset.org.za](mailto:Queen.Maphoto@fasset.org.za).**

**Closing date and time for submission of tenders 16 MAY 2025 at 11:00 am**

## PROPOSAL GUIDELINE

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

**Envelope one: Technical/Functional Proposal – one (1) original, one (1) hard copy and one (1) electronic copy (memory stick, USB etc)**

- Profile of the bidder.
- Bid documents must be completed in full and signed.
- **Bidders must initial all pages of SBD forms.**
- **Latest Central Supplier Database (CSD) Report**
- **Company registration documents.**
- **Original and/or certified copy BBBEE certificate or Sworn affidavit.**

A trust, Consortium/Joint Ventures must submit their consolidated BBBEE Certificate and a joint venture agreement. Each Bidder in a trust, joint venture must also submit all its supporting documents (SBD forms, Tax certificate, CSD.)

- [https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit\\_20.pdf](https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit_20.pdf)

**Envelope two (2): Price/Financial Proposal – one (1) original, one (1) hard copy and one (1) electronic copy (memory stick, USB etc)**

- Proposed total costing including VAT in the provided format;

**SECTION ONE - TERMS OF REFERENCE**

**1. INTRODUCTION**

The Finance and Accounting Services Sector Education and Training Authority (FASSET) is a Schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA). FASSET has been established in terms of Section 9 of the Skills Development Act 97 of 1998, as amended.

**2. BACKGROUND**

A self-risk maturity assessment was conducted by FASSET. Gaps were identified and recommendations were made to take the maturity of risk management to the next level. The use of a risk management software system was identified, among other things, as a contributor to mature risk management. FASSET used Excel spreadsheet which has no real-time visibility, promoting a silo approach, to implement risk management in the organisation.

FASSET contracted for a risk management solution that expired in December 2023. FASSET is actively seeking a new provider to provision a comprehensive solution that aligns with our risk needs.

The tender is issued to solicit proposals from suitable providers to supply, implement and maintain a customisable risk management system for a period of 3 years. The successful service provider will also be responsible for user training.

**3. SCOPE OF WORK**

FASSET hereby invites suitably qualified and reputable service providers to submit proposals for the supply, implementation, maintenance, and training of risk management system for a period of 3 years. Bidders are also welcome to add any functionalities not mentioned in the tender.

The successful bidders will be required to:

- Supply a Risk Management System that meets the functional and technical requirements that are outlined below.
- Implement the system (which includes customization, development/configuration).
- Testing and approval.
- Training.
- Data migration from the current Excel spreadsheet.

- Go live.
- The system must be a Web-based solution Software as a Service (Saas)
- Support specifying turnaround time.
- Provide Project Implementation Plan and schedule.
- Provide cloud-based specifications.
- Working offline capability, and
- User and procedure manuals provided.
- System must allow a maximum of 30 users.
- Provide a risk management plan and mitigation plan for the project (Thorough Risk Analysis).

## **USER REQUIREMENTS**

### **1) The software should include the following outputs:**

Service providers must provide a cloud-based solution that can capture the risk management process stages aligned to the various risk management standards and King IV on corporate governance. The service provider must also provide training on the use of the system. The supplied system must have been tested and be the latest version. Installation of software for all licensed users and access for all other employees in the organisation to do the following:

- Capturing and updating of risks,
- Analysis and evaluation of risks,
- Rating of inherent, current and target residual risks,
- Capturing and updating of controls,
- Update progress on action plans,
- View all risks and actions allocated to the user,
- Cross-cutting risks,
- Risk Dashboard reports for Executive Management/Audit and Risk Committee and the Board, and
- Various risk reports for different levels of the organisation.

**2) System Requirements**

- Tried and tested automated integrated risk management solution that is customisable.
- The system should be based on universally accepted best practice methodology, to enable FASSET to adopt and be compliant with frameworks such as the COSO Framework, ISO31000, KING IV on Corporate Governance.
- The system should be able to cater for additional modules should FASSET decide to add them in future.

**3) Detailed user requirement list**

Requirement Description	Indicate requirement's availability (Yes/No)	Paragraph number and Page Number where the item is addressed in the proposal (i.e. 1.5, Page 8 – 9)
<b>General</b>		
Customisable risk management software system (the system should be flexible enough to be aligned with FASSET's approved Risk Management Framework and strategies).		
Flexible i.e. configurable solution to suit FASSET unique requirements and frameworks without any programmer intervention		
Create user-defined Fields		
Ability to cater for additional modules should the need arise		
Holds a risk library for all users to access and for administrators to modify		
Ensure the integrity of data and provides an audit trail of all changes to records and changes to user access rights in the system		
Email notification capability within the system		
Export and import data to and from external sources (Excel, word & pdf)		
Provide user audit trail for changes made		
Ability to retire and not delete risks (archive risks that are no longer active)		
System to be used by multiple users at the same time and ensure real-time updating		
Ability to configure a 5 x 5 Heatmap/Matrix		
<b>Risk Management Methodology</b>		

Ability to capture identified risks, root causes, risk owner, risk probability, risk impact, risk evaluation, treatment/response plans, action owner, and monitoring reports (monitoring of treatment plan progress etc.)		
Ability to automatically create a unique risk identification number		
Ability to allocate/appoint risk owners, task owners, escalation and automatically generate an email notification to the appointees		
Cater for FASSET risk criteria (impact scale, probability scale, heatmap) and be able to select using a drop-down or similar		
Link and view multiple causes consequences to a risk		
Capture multiple controls (existing and planned) for a particular risk with time frames		
Ability to create new controls and amend existing controls through the risk assessment module (without requiring a user to exit the risk assessment module/process)		
Able to update risk profile in real time once control failures have been detected and captured on the system		
Ability to calculate inherent residual risk, current residual risk, and target residual risk		
Link risks to objectives/outcomes/strategies		
The system must also have the functionality for risk control self- assessments & surveys		
Escalation function from all levels not limited to the following: <ul style="list-style-type: none"> <li>- Non-achievement of deadlines</li> <li>- Risk above acceptable tolerance</li> <li>- Cross-cutting risks in the organisation</li> </ul> Automated reminders on due/overdue action plans and progress updates (Via emails)		
Create a comment for each risk		
<b>Reporting</b>		
Generates a comprehensive risk register at various levels of the organisation incorporating Key Risk Indicators, Risk Appetite, Risk Tolerance, Risk Capacity, KPIs		
Able to generate Risk Control Self-Assessment and survey reports		
Provides an organisation-wide view (helicopter view) of the risk universe at		

strategic, operational, business unit levels, and project level		
Generate reports for: – Non-achievement of deadlines – Risk above acceptable tolerance – cross-cutting risks in the organisation		
Ability to aggregate risk i.e. by category, risk type		
Provides proactive monitoring, including status tracking		
Provides various risk dashboard reports (graphs, tables etc.) for monitoring of risks by management/Audit and Risk Committee/Board		
Enables reporting and creation of dashboards to monitor trends (movement of risks from month to month and quarter to quarter)		
System must provide various risk dashboard reports for monitoring of risks by Management/Executives/Audit and Risk Committee/the Board		
<b>Opportunities</b>		
Capturing, analysis, evaluation and response to opportunities identified using the same process as the risk on a positive.		
<b>Lesson Learnt</b>		
Ability to capture lessons learnt		

- **Bidders are required to give a demonstration of the proposed solution, at no cost to FASSET.**

**4 BID EVALUATION PROCESS**

This bid will be evaluated according to the following criteria:

- Functionality
- Specific Goals & Price

Supporting Documents for Technical Specification

	Required Documents	Tick
1	Company Profile	
2	Proof of Business Address per branch	
3	Vendor Partnership Certificate	
4	CV and Qualification certificate of Project Leader	
5	CV and Qualification/Certifications of installation technical resources	
6	Project Implementation Plan (Methodology and timelines)	

7	Reference Letter/s from previous/current clients	
8	Proposed Solution (System Functionalities)	

**4.1.1 Technical Evaluation Criteria**

No	Description	Maximum Points to be Awarded (total 100)										
<b>1</b>	<b>Experience</b>	<b>30</b>										
1.1	Experience and capacity organisation (20) Bidder's reliability, experience, reputation and long-term sustainability											
	<table border="1"> <tr> <td>If the bidder has been providing the risk systems for at least 10 years</td> <td>5</td> </tr> <tr> <td>If the bidder has been providing the risk systems for between 8 to 9 years.</td> <td>4</td> </tr> <tr> <td>If the bidder has been providing the risk systems for between 5 to 7 years.</td> <td>3</td> </tr> <tr> <td>If the bidder has been providing the risk systems for between 3 to 4 years</td> <td>2</td> </tr> <tr> <td>If the bidder has been providing the risk system for between 0 to 2 years.</td> <td>0</td> </tr> </table>	If the bidder has been providing the risk systems for at least 10 years	5	If the bidder has been providing the risk systems for between 8 to 9 years.	4	If the bidder has been providing the risk systems for between 5 to 7 years.	3	If the bidder has been providing the risk systems for between 3 to 4 years	2	If the bidder has been providing the risk system for between 0 to 2 years.	0	
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If the bidder has been providing the risk systems for between 3 to 4 years	2											
If the bidder has been providing the risk system for between 0 to 2 years.	0											
1.2	Written and contactable references (10) Letters to indicate experience in the developing the same system in the public sector and years of implementation											
	<table border="1"> <tr> <td>5 or more positive reference letters attached</td> <td>5</td> </tr> <tr> <td>4 positive reference letters attached</td> <td>4</td> </tr> <tr> <td>3 positive reference letters attached</td> <td>3</td> </tr> <tr> <td>2 positive reference letters attached</td> <td>2</td> </tr> </table>	5 or more positive reference letters attached	5	4 positive reference letters attached	4	3 positive reference letters attached	3	2 positive reference letters attached	2			
5 or more positive reference letters attached	5											
4 positive reference letters attached	4											
3 positive reference letters attached	3											
2 positive reference letters attached	2											

	1 positive reference letter attached	1	
	No reference letter attached	0	
<b>2</b>	<b>Quality of project technical team</b>		<b>20</b>
2.1	<b>Quality of project leader (10)</b>		
	Project Leader with ND or Degree in IT (Related field) with >5 years' experience in similar projects	5	
	Project Leader with ND or Degree in IT (Related field) with <5 years' experience in similar projects	4	
	Project Leader without qualification but >10 years' experience in similar projects	3	
	Project Leader without qualification but <10 years' experience in similar projects	2	
	No CV or profile of Project leader attached	0	
2.2	<b>Quality of project technical team (10)</b>		
	> 3 certified technical resources with > 5 years' experience on similar projects	5	
	2 certified technical resources with > 5 years' experience on similar projects	3	
	1 certified technical resource with > 5 years' experience on similar projects	2	
	No technical resources proposed	0	
<b>3</b>	<b>Project Implementation Plan</b>		<b>10</b>
	<p>The implementation plan should address the following minimum requirements:</p> <ul style="list-style-type: none"> <li>Objectives. ...</li> </ul>		

	<ul style="list-style-type: none"> <li>• Scope statement.</li> <li>• Outline of deliverables. ...</li> <li>• Task due dates. ...</li> <li>• Risk assessment. ...</li> <li>• Team member roles and responsibilities</li> </ul>									
	<table border="1"> <tr> <td>The project plan submitted addresses all the above minimum requirements</td> <td>5</td> </tr> <tr> <td>The project plan addresses 50% of the minimum requirements</td> <td>3</td> </tr> <tr> <td>Project plan addresses less than 50% of the minimum requirements</td> <td>2</td> </tr> <tr> <td>No project implementation plan attached</td> <td>0</td> </tr> </table>	The project plan submitted addresses all the above minimum requirements	5	The project plan addresses 50% of the minimum requirements	3	Project plan addresses less than 50% of the minimum requirements	2	No project implementation plan attached	0	
The project plan submitted addresses all the above minimum requirements	5									
The project plan addresses 50% of the minimum requirements	3									
Project plan addresses less than 50% of the minimum requirements	2									
No project implementation plan attached	0									
	<p><b>TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA.</b></p> <p><b>Grand Total: 60</b></p> <p><b>Minimum cut-off point: 40</b></p>	<b>60</b>								
	<p><b>PHASE 2: Live Demonstration</b></p> <p>Demonstration of the system as per the requirements indicated in Annexure B. A total of 40 points are allocated for live demonstration.</p> <p>Only bidders who passed the cut-off of 36 /40 (i.e. 90%) in Phase 2 will be evaluated further for price and BBBEE.</p>	<b>40</b>								
	<b>TOTAL FUNCTIONALITY PHASE ONE and PHASE TWO</b>	<b>100</b>								

## ANNEXURE B

### RISK MANAGEMENT MODULE

This section evaluates the company's ability to support FASSET's with its Risk Management.

MODULE	HOW DOES THE SYSTEM HELP WITH THE FOLLOWING RISK ACTIVITIES?	POINTS
Risk Management Module Capabilities	<ul style="list-style-type: none"> <li>Generates a comprehensive risk register at all levels of the organisation incorporating Key Risk Indicators, Risk Appetite, Capacity and Threshold levels. The system must also have the functionality to control self-assessments &amp; surveys. It must accommodate different types of risk registers.</li> </ul>	5
	<ul style="list-style-type: none"> <li>Allows for voting on categories of risks</li> </ul>	2
	<ul style="list-style-type: none"> <li>Incident reporting on newly identified risks</li> </ul>	1
	<ul style="list-style-type: none"> <li>Escalation function from all levels not limited to the following:                             <ul style="list-style-type: none"> <li>Non-achievement of deadlines</li> <li>Risk above acceptable tolerance</li> <li>Showcase incidents on transversal risks in the organisation</li> </ul> </li> </ul>	2
	<ul style="list-style-type: none"> <li>Provides an Organisation-wide view of the risk universe at strategic, operational, business unit and processes levels.</li> </ul>	2
	<ul style="list-style-type: none"> <li>Provides various assessment methods including but not limited to surveys and workshops</li> </ul>	2
	<ul style="list-style-type: none"> <li>Provides customisable Risk Management templates for risk monitoring and reporting to different committees.</li> </ul>	2
	<ul style="list-style-type: none"> <li>Enables the effective implementation of the Risk Management Framework with functionality to manage, monitor and track risks at all levels, including Risk Control Self Assessments.</li> </ul>	2
	<ul style="list-style-type: none"> <li>Includes an Incident and Near-miss register</li> </ul>	1
	<ul style="list-style-type: none"> <li>Capture the identified risks, action plans, assessment and monitoring reports with flexible filter options</li> </ul>	2
	<ul style="list-style-type: none"> <li>Allows the controls to be captured at every level of risks identified and linked to risks and contributing factors and allow for rating of controls</li> </ul>	2
	<ul style="list-style-type: none"> <li>Provides proactive monitoring, including status tracking, automated reminders on due/overdue action plans and progress updates</li> </ul>	2
	<ul style="list-style-type: none"> <li>Holds a risk library for all users to access and for administrators to modify</li> </ul>	2
	<ul style="list-style-type: none"> <li>Able to capture/import existing risk register (to excel or word documents)</li> </ul>	2
<ul style="list-style-type: none"> <li>Links risks to objectives/outcome identified in the Strategic Plan and Annual Plan</li> </ul>	1	

MODULE	HOW DOES THE SYSTEM HELP WITH THE FOLLOWING RISK ACTIVITIES?	POINTS
	<ul style="list-style-type: none"> <li>Allows capturing and management of contributing factors (root causes) for each risk</li> </ul>	2
	<ul style="list-style-type: none"> <li>Provides a risk dashboard for monitoring of risks by management</li> </ul>	2
	<ul style="list-style-type: none"> <li>Ensure the integrity of data and provides an audit trail of all changes to records and changes to user access rights in the system</li> </ul>	2
	<ul style="list-style-type: none"> <li>Provides a Combined Assurance model</li> </ul>	1
	<ul style="list-style-type: none"> <li>Ability to automatically create a unique risk identification number</li> </ul>	1
	<ul style="list-style-type: none"> <li>Ability to configure a 5 x 5 Heatmap/Matrix</li> </ul>	2
<b>•TOTAL</b>		<b>40</b>

The score for functionality should be calculated as follows:

- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality

## ELIMINATION OF PROPOSALS ON GROUND OF FUNCTIONALITY

Bidders who obtained a minimum score of **76%** on functionality will be evaluated further on Price and specific goals. Evaluation will be conducted on **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 as follows:

Specific Goals	Points Allocation for 80/20	Points Allocation for 90/10
1. Black People Ownership	<ul style="list-style-type: none"> <li>100% Black People Ownership = <b>5 points</b></li> </ul>	<ul style="list-style-type: none"> <li>100% Black People Ownership = <b>3 points</b></li> </ul>

	<ul style="list-style-type: none"> <li>• 51% Black People Ownership = <b>3 points</b></li> <li>• Less than 51% Black People Ownership = <b>0 points</b></li> </ul>	<ul style="list-style-type: none"> <li>• 51% Black People Ownership = <b>1 points</b></li> <li>• Less than 51% Black People Ownership = <b>0 points</b></li> </ul>
2. Black Woman Ownership	<ul style="list-style-type: none"> <li>• 100 - 50% Black Woman Ownership = <b>5 points</b></li> <li>• 49% and less Black Woman Ownership = <b>0 points</b></li> </ul>	<ul style="list-style-type: none"> <li>• 100 - 50% Black Woman Ownership = <b>3 points</b></li> <li>• 49% and less Black Woman Ownership = <b>0 points</b></li> </ul>
3. Black Youth Ownership	<ul style="list-style-type: none"> <li>• 100 - 50% Black Youth Ownership = <b>5 points</b></li> <li>• 49% and less Black Youth Ownership = <b>0 points</b></li> </ul>	<ul style="list-style-type: none"> <li>• 100 - 50% Black Youth Ownership = <b>3 points</b></li> <li>• 49% and less Black Youth Ownership = <b>0 points</b></li> </ul>
4. People with Disability Ownership	<ul style="list-style-type: none"> <li>• 1 or more disabled person/s = <b>5 points</b></li> <li>• No person/s with disability = <b>0 points</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1 or more disabled person/s = <b>1 points</b></li> <li>• No person/s with disability = <b>0 points</b></li> </ul>
<b>Maximum total points allocation</b>	<b>20 points</b>	<b>10 points</b>

• **ADJUDICATION OF BID**

The Bid Adjudication Committee (BAC) will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.

FASSET

reserves the right not to award to the bidder presenting the lowest bid price.

**SECTION TWO**

**1. Terms of Engagement**

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

**1.2.** The successful Bidder shall be available for consultation with the FASSET representative.

- 1.3. The successful Bidder shall manage as confidential all data, information and insights gained in execution of work for the FASSET
- 1.4. FASSET retains the right to require the successful Bidder to obtain permission in writing from FASSET prior to replacement of individuals proposed for execution of this Bid.
- 1.5. All documentation and responses will be supplied and exchanged utilising standard Microsoft Office (Word, Excel and PowerPoint) products.
- 1.6. The successful bidder will be required to submit reports to FASSET on a weekly and on an ad hoc basis.
- 1.7. 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.
- 1.8. FASSET reserves the right **NOT** to appoint/award this bid.

## CONDITIONS OF THE TENDER

### 2. Contents of Submission

- 2.1. 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.
- 2.2. 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.
- 2.3. The proposals presented are to be as comprehensive as possible and FASSET reserves the right to request the Bidder to provide more details.
- 2.4. Bidders shall adhere to the conditions stipulated in the General Conditions of Contract as prescribed by the National Treasury.
- 2.5. 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.

### 3. Price and Pricing Structure

- 3.1. Bidders must provide the basis on which the services will be charged. In this regard the following information shall be required:
- 3.2. Where a Bidder lacks in-house expertise and may have to outsource certain services, the detail and basis of charges of any such service that may be required must be outlined.
- 3.3. The Bidder shall reflect service discounts that they will offer throughout the contract duration.
- 3.4. Bidders' submissions must reflect the detailed breakdown of the bid price as per the bill of quantities
- 3.5. Prices must include VAT, if it is applicable and all other costs related to the execution of the required services.
- 3.6. The bidder agrees not to change the price with VAT or any other Tax subsequent to submitting the tender. This includes subsequent VAT registration.

### 4. Compliance with General Conditions of Contract

- 4.1. 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.

### 5. Acceptance of Submissions

- 5.1. No submission shall be deemed to have been accepted, unless and until a formal appointment letter has been commissioned and executed. Submissions shall remain open for acceptance by FASSET for a period of **90 (ninety) days** from the date on which they are returnable in terms of this Bid.

### 6. FASSET Liability

**6.1.** 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.

## **7. Pricing**

**7.1.** No change in the prices submitted shall be considered after receipt of response to the Bid submission within the 90 days' validity.

## **8. Amplification of Submissions**

**8.1.** 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 reasonably stipulated time, the submission will be liable to rejection.

## **9. Cost of Proposal**

**9.1.1.** 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

## **10. Bid Documents**

**10.1.1.** 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.

## **11. Documents Comprising the Proposal**

**11.1.1.** 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.

## **12. Information**

**12.1.1.** 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,

## **13. Period of Validity**

**13.1.1.** Proposals shall remain valid for ninety (90) 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.

**13.1.2.** 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.

## **14. Format and Signing of Proposals**

**14.1.1.** Bidders are requested to make two (2) envelope submissions in hard copies. One (1) envelope marked "Functionality and the second (2) envelope marked Financial". In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc). In the event of any inconsistencies between them, the original shall prevail. The four proposals shall be signed by the Bidder, or a person or persons duly authorised to bind the Bidder to the contract.

## **15. Interlineations**

**15.1.1.** 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.

## **16. Performance Based Agreement**

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

## **17. Payment**

17.1.1. The successful Bidder shall be paid upon submission of an invoice for each transaction of satisfactory work detailed in the scope and submission of supporting documents

**18. Due Diligence**

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

**19. Compliance to Legislations**

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

**20. Summary of Compliance & Elimination Reasons**

20.1.1. 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 make two (2) envelope submissions in hard copies. One (1) envelope marked "Functionality and the second (2) envelope marked Financial". In addition, both submissions must also be consolidated and submitted in one (1) electronic copy (memory stick, USB etc)	<b>Bid will be eliminated</b>
2	Vendor acceptable with reference to National Treasury "Restricted List"	<b>Bid will be eliminated if they appear on this list</b>
3	Vendor acceptable with reference to National Treasury "Tender Defaulters List"	<b>Bid will be eliminated if they appear on this list</b>
4	POPIA Act Consent form completed and signed and each page initialled.	<b>FASSET publishes tender information on public platforms, consent to share details about bidders is required</b>

5	SBD 1: Invitation to Bid completed in full, signed and each page initialled.	<b>Bid must initial each page and complete in full</b>
6	SBD 3.1: Pricing Schedule – Firm prices (Purchases)	<b>Bid must initial each page and complete in full</b>
7	SBD 4: Bidders Disclosure completed in full and signed and each page initialled.	<b>Bid must initial each page and complete in full</b>
8	SBD 6.1: Preference Points Claim Form completed in full and signed and each page initialled.	<b>Bid must initial each page and complete in full</b>
9	SBD 7.2: Contract Form – Rendering of Service completed and signed in full and each page initialled	<b>Will be completed by the successful bidder</b>
10	Valid BBBEE certificate, or <b>certified</b> 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.	<b>For a sworn affidavit, please obtain the correct template provided by National Treasury using the link below,</b>  <a href="https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit%20.pdf">https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit 20.pdf</a>
11	Business Registration Certificates issued by CIPC	<b>To be attached</b>
12	VAT registration certificate (VAT103) must be submitted (where applicable)	<b>VAT cannot be charged by bidders not registered for VAT</b>

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**SBD 1 - INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FASSET

BID NUMBER: **FAS/NG/ARC/RISKMANAGEMENTSYSTEM/CON3450/24**

CLOSING DATE: 16 MAY 2025

CLOSING TIME: **11:00**

DESCRIPTION: **FASSET SEEKS TO APPOINT A REPUTABLE SERVICE PROVIDER TO SUPPLY, IMPLEMENT, AND MAINTAIN THE RISK MANAGEMENT SYSTEM FOR A PERIOD OF THREE (3) YEARS**

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

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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 address. If the**

---

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

The bid box is generally open 8 hours on weekdays from Monday to Friday 08h00 to 16h30.  
ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED).

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, 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**



**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Supply Chain Management

**Contact Person:** Queen Maphoto

**Tel:** 011 476 8570

**E-mail address:** [tenders@fasset.org.za](mailto:tenders@fasset.org.za) or [queen.maphoto@fasset.org.za](mailto:queen.maphoto@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.....	

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

ITEM NO. INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES
--------------------	----------	-------------	---

- 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**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

	Full Name	Identity Number	Name of State institution
2.2			

Do you, or any

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

2.2.1 If so, furnish particulars:  
 .....  
 .....

<sup>1</sup> 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 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....  
.....

3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation. I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
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:



$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = 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:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = 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)

**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
  - 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....
	.....

**SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES**

**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)

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](mailto: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](mailto: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: