



REQUEST FOR BID SERVICES

BID DETAILS

BID NUMBER: RFB008

CLOSE **Date:** 24/03/2021
 Time: 11:00AM

DESCRIPTION: **REQUEST FOR PROPOSAL FOR THE PROVISION OF INTERNAL AUDIT FOR A PERIOD OF THREE YEARS**

BRIEFING SESSION: Yes No

See Section A-1 Paragraph 2 on Quotation Submission Conditions and Instructions that the Respondent needs to take note of.

DETAILS OF RESPONDENT

Organisation/individual:

Contact person:

Telephone/ Cell number:

E-mail address:

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful Respondent
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Contractor	Organisation with whom NEMISA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Quotation
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
Dti	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
NEMISA	National Electronic Media Institute of South Africa (SOC) Ltd
Original Quotation	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
Quote/ Quotation	Written offer in a prescribed or stipulated form in response to an invitation by NEMISA for the provision of goods, works or services
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS QUOTATION DOCUMENT PACK

Respondents are to ensure that they have received all pages (pp41) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of respondents and must not be returned with quotes.

- Section A 1: Quote Submission Conditions and Instructions
- Section A 2: Terms of Reference
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Respondents to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with quotations.

- Section B 1: Special Conditions of Quotation and Contract: Special conditions that the Respondent needs to accept
- Section B 2: Declaration of Interest
- Section B 3: Declaration of Bidder's past SCM practices
- Section B 4: Certificate of Independent Bid Determination
- Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2011
- Section B 6: Invitation to Quote
- Section B 7: Pricing Schedule (Professional Services)
- Section B 8: CV Template Guideline/Compulsory CV template

SECTION A

(This section must not be returned quotations)

QUOTE SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT RESPONDENTS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 CLARIFICATIONS/ QUERIES

- 2.1 Any clarification required by a respondent regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the quote, is to be requested in writing (letter, facsimile or e-mail) from Sithembele Barazaby not later than 19/03/2021. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all respondents by e-mail only. The quote number should be mentioned in all correspondence.

Contact details for Sithembele Baraza:

Telephone: 011 484 0583

E-Mail: [scm@nemisa.co.za/](mailto:scm@nemisa.co.za)

3 SUBMITTING BIDS

- 3.1 One (1) original document must be handed in/delivered to:

DELIVERED TO THE NEMISA
RECEPTION DESK SITUATED AT: 21 Girton Road
Parktown
Johannesburg

EMAIL TO: Only Bidders delivered on the tender box will be accepted

No faxed quotations will be accepted

Respondents should ensure that quotes are delivered to NEMISA before the closing date and time to the correct physical address. If the quote is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

- Quotations can be delivered any time during office hours (08:00 to 16:30 Mondays to Fridays) before or on the closing date.
 - All quotations must be submitted on the official forms (not to be re-typed).
- 3.2 Hard copies of quotations should be submitted in a sealed envelope, marked with:
- Quotation number (RFB008)
 - Closing date and time (24/03/2021 @ 11:00)
 - The name and address of the respondent.

3.3 Documents submitted on time by respondents shall not be returned.

4 LATE SUBMISSIONS

4.1 Bids received late shall not be considered. A bid will be not considered late even if it arrived even one second after 11:00 or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 and bid arriving late will not be considered under any circumstances. Bid received late the bidder will be informed in writing regarding late submission. Respondents are therefore strongly advised to ensure that quotations be despatched allowing enough time for any unforeseen events that may delay the delivery of the quotation.

4.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

4.3 Bid sent to the NEMISA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the NEMISA premises. Quotations received at the physical address after the closing date and time of the quotation, shall therefore be deemed to be received late. Quotations sent by email shall be deemed to have been received at the time indicated in the inbox of the recipient.

5 PAYMENTS

5.1 NEMISA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the NEMISA to the Contractor.

5.1.1 The Contractor shall from time to time during the duration of the contract, invoice NEMISA for the services rendered.

5.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as NEMISA may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.

5.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to NEMISA.

5.1.4 Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the quotation is awarded).

5.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

6 GENERAL CONDITIONS OF CONTRACT

6.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:
<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

7. TERMS OF REFERENCE FOR THE PROVISION OF OUTSOURCED INTERNALAUDIT SERVICES

The National Electronic Media Institute of South Africa (NEMISA), a schedule 3A Non-Profit Company, would like to invite suitably qualified internal audit firms to apply for the provision of outsourced internal audit services for a period of three (3) years.

BACKGROUND

NEMISA derives its mandate from the Department of Communications and Digital Technologies (DCDT) which was formed subsequent to the merger of the Department of Telecommunications and Postal Services (DTPS) and the Department of Communication.

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Our vision is being a world class innovative skills institute to ensure an empowered South African citizenry with 4IR capabilities. Our missions if to provide national digital skills training for the proper use of technology, in order to improve the quality of lives of all people in South Africa. In order to fulfil our mission, the NEMISA will:-

- Be the driver of innovation promotion and development;
- Create enabling skills environment for 4IR innovation and technologies;
- Develop and present training programs where appropriate as identified through various mechanisms;
- Position ourselves as a preferred Institution and a thought leader in digital skills development; and
- Be the primary facilitator for all digital training opportunities in South Africa; positioning ourselves as a national catalyst for digital skills development for the public and private sector.

OBJECTIVES OF THE INTERNAL AUDIT FUNCTION

The objective of this bid is to appoint a suitable, independent service provider that can provide an internal audit service for the Institute. In terms of the Public Finance Management Act (PFMA), the Institute should have an effective internal audit function, which should also comply with the Institute of Internal Auditors' (IIA) standards.

According to the definition of Internal Auditing in the IIA's International Professional Practices Framework (IPPF), internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. The internal audit function should therefore assist the Institute to

accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes. The risk management strategy, including the Fraud Prevention Plan, must be used to direct the internal effort.

One of the objectives of the internal audit function is to assist the Audit and Risk Committee (ARC), management and the Board, in the effective discharge of their responsibilities. This has to be done through furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities that have been reviewed as well as regular follow-ups. Other objectives/standards/controls of the audit function, which are subject to an evaluation, are to review the following:

- Internal control processes across the business;
- The information systems environment;
- The reliability and integrity of financial and operational information;
- The effectiveness of operations;
- Compliance with policies, regulations and contracts;
- The safeguarding of assets;
- The economical and efficient use of resources;
- The achievement of established operational goals and objectives; and
- Compliance with laws, regulations and controls.

2. SCOPE OF SERVICES

The scope of the Internal Audit Function includes the points listed below. However, should any other function be regarded as imperative by the Audit and Risk Committee, Board and/or Management, it should be added and with clearly defined motivation and relevant approvals.

- The Internal Audit Function must, in consultation with ARC, prepare:
 - A rolling three-year strategic Internal Audit Plan based on its assessment of key areas of risk that NEMISA is exposed to, having taken into consideration the Institute's current operations, the operations proposed in its corporate or strategic plan and its risk management strategy.
 - An annual Internal Audit Operational Plan.
 - Plans indicating the scope, cost and timelines of each audit in the Annual Internal Audit Operational Plan.
 - Audit work schedule developed based on a prioritisation of the audit universe using relevant risk universe. Any significant deviation from the formally approved work schedule shall be communicated to senior management and

- the Audit and Risk Committee through periodic activity reports.
- Audit reports directed to ARC detailing its performance against the plan to allow effective monitoring and intervention, when necessary.
 - The Internal Audit Function must coordinate with other internal and external assurance providers to ensure proper coverage and minimal duplication of effort.
 - The Internal Audit Function must attend all ARC meetings and provide ARC feedback as required, except when ARC is deliberating on a matter(s) concerning the firm or matter(s) in which the firm is conflicted; the firm will need to be recused for that matter(s).
 - Perform risk based internal audit services based on the approved annual internal audit operational plan and in compliance with the standards of the Institute of Internal Auditors.
 - The Internal Audit Function must assist Management and the Board in maintaining effective controls by evaluating those controls and developing recommendations for enhancement or improvement. In so doing it shall assist Management and the Board in achieving the outcomes of NEMISA by ensuring that:
 - Outcomes, impact and values are established, documented and communicated;
 - The accomplishment of outcomes is monitored;
 - Accountability is ensured;
 - Corporate governance values are preserved;
 - The adequacy and effectiveness of the system of internal control are reviewed and appraised;
 - Risk management systems and processes are in place and effective;
 - The relevance, reliability and integrity of management, financial and operating data and reports are appraised;
 - Systems established to ensure compliance with policies, plans, procedures, statutory requirements and regulations, which could have a significant impact on operations, are reviewed;
 - The means of safeguarding assets are reviewed and deemed as appropriate in verifying the existence of such assets;
 - The economy, efficiency and effectiveness with which resources are employed are appraised;
 - The results of operations or programs are reviewed to ascertain whether they are consistent with NEMISA's established outcomes and impact and whether the operations or programs are being carried out as planned; and
 - The adequacy of established systems and procedures are assessed.
 - The audits that will need to be taken into account at NEMISA are, among others:
 - Regulatory audits.
 - Review of performance information.
 - IT security and systems processes audit.

- Conducting special/ad hoc assignments and investigations, on behalf of ARC or the CEO, into any matter or activity affecting the probity, interest and operating efficiency of NEMISA. These services should be agreed to and annexed to the original Service Level Agreement and ToR.
- Audit designed to detect fraud and corruption.
- Follow-up on previous external and internal audit findings.

Fraud and Irregularities

In planning and conducting its work, the Internal Auditor should seek to identify serious defects in internal controls, which might result in possible malpractices. Any such defects must be reported immediately to the CEO and/or ARC without disclosing these to any other staff.

EXPECTED OUTCOMES AND DELIVERABLES

Performing Audit Assignments

Each assignment should at least consist of the following:

- A pre-audit survey;
- An audit planning memorandum;
- Minutes of the entrance or audit planning or kick-off meeting;
- A risk assessment document;
- System description(s);
- Audit programs;
- Sampling methodology;
- Mechanisms for follow-up on matters previously reported and feedback to ARC;
- Mechanisms to ensure that working papers are reviewed at the appropriate level;
- A record of work performed;
- Audit findings and recommendations;
- Reporting (a draft internal audit report and a final internal audit report).

Reporting

The main purpose of Internal Audit reports is to provide Management and ARC with information on effectiveness of systems of internal controls, compliance with governance practices, laws and regulations, conclusions and recommendations. Full

Internal Audit reviews of systems must be carried out as part of the approved annual internal audit operational plan and work schedules.

The structure of the internal audit reports should be as per the professional standards of internal auditors including the quality review requirements and must include the following as a minimum (the order may differ):

- Introduction;
- Audit objective and scope;
- Background;
- Executive summary, highlighting significant findings;
- Findings, recommendations and management response (including implementation dates);
- All audits as carried out according to the Internal Audit Plan and as approved by ARC; and
- Conclusion by the Internal Audit.

Periodic progress reporting should be provided in all ARC meetings detailing progress against the agreed annual plan and work schedule(s), together with notification of any significant breaches of the timescales within the approved reporting protocol. For each individual assignment within the plan, the following will be reported:

- Planned hours;
- Actual hours to date;
- Planned start date;
- Date of each milestone; and
- Audit opinion on the functioning/effectiveness of the assessed controls.

LIAISON WITH EXTERNAL AUDITORS

The Internal Audit service provider will be expected to maintain a close working relationship with the external auditors on matters of mutual interest and to provide them with copies of all formal internal audit reports. The external auditors must be allowed access, on request, to all internal audit working papers and final/draft reports.

As part of their remit, external auditors will make an annual assessment and report on the performance of internal audit, based on the objectives set out in the annual internal audit operational plan. The external auditors will

decide whether to place reliance on the work of internal audit and consequently whether to reduce the scope and/or coverage of their own work based on this assessment.

QUALITY ASSURANCE REVIEWS OF THE WORK

The auditor shall ensure that all work conforms to the Institute of Internal Auditors (IIA) Standards for Professional Practice; this may require that such work be subjected to external quality assurance and this may be conducted at any point or time during the contract period as work is performed. The appointed firm should ensure quality review processes are in place and that quality reviews are executed.

MONITORING THE PROGRESS OF ASSIGNMENTS

On completion of each assignment, the auditor shall distribute the reports to ARC and the CEO as soon as possible.

Quarterly progress reports on findings and audit action plan will be shared on quarterly basis with EXCO to adequately manage performance thereof.

On a quarterly basis, a report on progress against the plan, significant findings and administrative matters will have to be presented to ARC.

INDEPENDENCE AND OBJECTIVITY OF STAFF

The firm appointed needs to be independent from NEMISA and its employees, ARC and the Board. As such, no bids will be considered from any firm or person that is related to NEMISA and/or any of its employees, including any close family member to the aforementioned. This includes independence from the current and future NEMISA employees, Board members and ARC members.

In carrying out the work, the auditor must ensure that their staff members maintain objectivity by remaining independent of the activities they audit.

PROPOSAL SUBMISSION

Interested bidders are requested to submit proposals that consist of the sections highlighted below. Bidders are requested to peruse these requirements carefully to avoid submitting extraneous material.

TECHNICAL/FUNCTIONAL PROPOSAL

- Experience of the firm not less than 5 years in internal audit services, including specialised skills, expertise and value-added services.
 - Demonstration of the firm's substantial internal audit experience.
 - Specialised skills, expertise and value-added services in the field of internal audit, with an emphasis on best practice methodology, tools and technology used.
 - Availability of investigation skills and tools.

Section A 3: Evaluation Process/ Criteria

- Availability of IT/ICT audit skills and tools.
- Similar training institutions audit experience will be added advantage.
- Experience in the internal audit of public entities.
 - Advanced understanding of and sufficient exposure to the Public Finance Management Act of 1999 and the Protocol on Corporate Governance for Public Entities.
 - Experience in the internal auditing of public entities, with reference letters of work performed in this regard.
 - External contactable references, the size of audits and the size of the client base.
- Qualifications and experience of team members.
 - The relevant individuals must be registered with the IIASA or SAICA.
 - Detailed CVs of the auditors who will be responsible for performing the internal audits and the person who will be supervising and signing the audit plan and reports (only submit the CVs of the allocated audit team clearly corresponding to the financial proposal for the project; any additional CVs will not be considered for the project).
- Ability (capacity and capability) to provide the services and adequate institutional support.
 - Employment Equity and Affirmative Action practices.
 - Years in business.
 - Turnover and value for the past three years.
 - Professional staff numbers and level of experience.

To enable NEMISA to evaluate the entity on the above criteria, please ensure that the required information and documentation is attached

ALL RESPONDENTS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

8. EVALUATION PROCESS

COMPLIANCE WITH MINIMUM REQUIREMENTS

All quotations duly lodged as specified in the Request for Quote will be examined to determine compliance with quotation requirements and conditions. Quotations with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items, will render a quotation non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Quotation and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest		
Part 4	Completed and signed Declaration of Bidder's past Supply Chain Management practices		
Part 5	Completed and signed Certificate of Independent Bid Determination		
Part 7	Completed and signed Invitation to Quote		
Part 8	Completed Pricing Schedule in the prescribed format		
Part 12	Proof of registration on the CSD		
Part 13	Registration certificates (e.g. for professional bodies)		

9. EVALUATION OF THE PROPOSALS

Phase1

The evaluation of the technical part of the proposal will be on the basis of the candidate’s responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal will be given a technical score.

Proposals will be evaluated against the criteria and weights for functionality as depicted in the table below:

1 – POOR 2 – FAIR 3 – AVERAGE 4 – GOOD 5 – EXCELLENT

Criteria: Functionality	Weight	
	Per activity	Total
Experience of the firm in internal audit services, including specialised skills, expertise and value-added services (total = 35). Bidders must submit a company profile illustrating the following information:		
<i>a) Provided a detailed proposal of the methodology/approach to be used to carry out the scope of work and clearly demonstrate how the audit deliverables will be achieved.</i>	5	35
<i>b) Provide evidence of IT/ICT or information systems internal audit unit and functions of the unit within the proposed approach.</i>	10	
<i>c) Provide evidence of Performance Information internal audit unit and functions of the unit within the proposed approach.</i>	10	
<i>d) Provide evidence of capacity to perform ad hoc investigations.</i>	5	
<i>e) Similar training institutions audit experience will be added advantage.</i>	5	

Section A 3: Evaluation Process/ Criteria

<p>Experience in the internal audit of public entities</p> <p>a) <i>Minimum of 5 years' experience in the public sector conducting audits in all areas to be audited (regulatory, IT/ICT, performance, and ad hoc investigations)</i></p> <p>b) <i>Provide a minimum of three (3) signed reference letters within the 5 years where the bidder has successfully concluded similar audit work in the public sector clearly indicating the type of audit and possibly the scope and complexity in all the auditable areas (regulatory, IT/ICT, performance and ad hoc investigations).</i></p> <p>c) <i>External contactable references in the public entities provided above in the reference letters.</i></p>	<p>10</p> <p>10</p> <p>5</p>	<p>25</p>
<p>Qualifications and experience of team members</p> <p><i>The bidder must provide the structure and composition of the proposed team members, clearly outlining the main disciplines/specialities (five (5) years of experience in the discipline/speciality) in this audit. The following should be clearly indicated and supported by evidence where necessary:</i></p> <p>a) <i>The relevant individuals/audit team must be registered with the IIASA or SAICA.</i></p> <p>b) <i>Detailed CVs of the auditors who will be responsible for performing the internal audits and the person who will be supervising/Team Leader/Engagement Leader and signing the audit plan and reports (only submit the CVs of the allocated audit team clearly corresponding to the financial proposal for the project; any additional CVs will not be considered for the project).</i></p>	<p>10</p> <p>10</p>	<p>20</p>
<p>Ability (capacity and capability) to provide the services and adequate institutional support.</p> <p>a) <i>Employment Equity and Affirmative Action practices (provide summary of analysis of the EE and AA structure).</i></p> <p>b) <i>Supervising/Team Leader/Engagement Leader years of experience (not less than 5 years' experience).</i></p> <p>c) <i>Turnover rand value for the past three years (growing or stable).</i></p> <p>d) <i>Team members must be registered with relevant internal audit professional bodies (IIASA or SAICA). and must have internal audit experience (at least 3 years).</i></p>	<p>5</p> <p>5</p> <p>5</p> <p>5</p>	<p>20</p>
<p>Total</p>		<p>100</p>

Minimum Threshold	60
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Proposals will receive further consideration if they score at least 60 minimum points out of the 100 points on technical criteria as listed above and achieve a subminimum of 3 (average score) in each criteria.

A due diligence process will be conducted in respect of all short-listed bidders to determine the capability and ability of short-listed bidders to execute this contract. This may include a presentation by bidders with pre-determined questions being posed by NEMISA, an investigation by NEMISA of the bidder's previous contracts carried out, availability of skills or knowledge, existing workload(s), etc. Should negative feedback be obtained from the aforementioned, that will render the bidder unsuitable to execute the assignment, their proposal will be disregarded at this point and they will not proceed for further evaluation.

QUOTE

The service provider shall provide a detailed quote which includes but is not limited to activities mentioned in above.

CONTRACTING

NEMISA reserves the right to appoint one or more service provider(s) to perform all or some of the required functions as it deems necessary.

The score for functionality shall 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 respondent for functionality.

DETERMINATION OF SCORE FOR PRESENTATIONS

NEMISA will not call for presentations.

ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY

Quotations that score less than **60%** of the marks available for functionality will be eliminated from further consideration. Marks will therefore not be awarded for their cost proposals or for preference.

PRICE AND B-BBEE STATUS LEVEL POINTS

All remaining quotations will be evaluated as follows:

The 80/20 preference point system will be applied. Points for price and B-BBEE status level certificate will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2017.

If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotations.

The point scored for the B-BBEE status level certificate for each acceptable quotation will now be added to the price point.

The Evaluation Committee may recommend that the contract be awarded to the respondent obtaining the highest aggregate mark as determined by 1.5.4.

ADJUDICATION OF BID

The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring quotation on justifiable grounds or no award at all.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached bidding documents to NEMISA in accordance with the requirements and task directives/proposals specifications stipulated in Quotation Number RFB008 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest
 - Declaration of bidder's past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.

Section A 4: Contract Form

- 5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

- 6. I confirm that I am duly authorised to sign this contract.

NAME
(PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF
FIRM _____

DATE _____

WITNESSES	
1	_____
2	_____
DATE:	_____

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 annexures.

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

2. 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 (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES	
1
2
DATE:	

SECTION B

This section must be completed and returned or supplied with quotations as prescribed.

SPECIAL CONDITIONS OF BID AND CONTRACT

Return as Part 1

SPECIAL CONDITIONS	
1	GENERAL
1.1	The Respondent must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Respondents fail to indicate agreement/compliance or otherwise, the NEMISA will assume that the Respondent is in compliance or agreement with the statement(s) as specified in this quotation.
1.3	Quotes not completed in this manner may be considered incomplete and rejected.
1.4	NEMISA shall not be liable for any expense incurred by the Respondent in the preparation and submission of a quotation.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of NEMISA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the quotation relates.
3	QUOTE SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Quotation submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	NEMISA have the right to enter into negotiation with one or more Respondents regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Respondents, including preferred Respondents, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	NEMISA shall not be obliged to accept the lowest or any quotation, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of NEMISA is the CEO.
4.5	NEMISA also reserves the right to enter into one contract with a Respondent for all required functions or into more than one contract with different Respondents for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5	ACCESS TO INFORMATION
5.1	All Respondents will be informed of the status of their quotation once the procurement process has been completed.
5.2	Requests for information regarding the quotation process will be dealt with in line with the NEMISA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	NEMISA shall reject a proposal for the award of a contract if the recommended Respondent has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The NEMISA may disregard the quote of any respondent if that respondent, or any of its directors: <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the NEMISA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the quotes, additional information may be requested in writing from Respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your quotation being disregarded.
8.2	No additional information will be accepted from any individual Respondent without such information having been requested
9	CONFIDENTIALITY
9.1	The quotation and all information in connection therewith shall be held in strict confidence by Respondents and usage of such information shall be limited to the preparation of the quotation. Respondents shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Respondent may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, NEMISA must be given immediate written notice to this effect. NEMISA reserves the right to implement remedies as provided for in the GCC.

Section B 1: Special Conditions of Bid and Contract

12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of NEMISA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to NEMISA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to NEMISA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Respondents are therefore required to register as a supplier on the CSD before submitting a quotation. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Respondents are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their quotation.
15.4	No quotation will be awarded and a contract concluded with a respondent who is not registered on the CSD.
16	FORMAT OF SUBMISSIONS
16.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	Respondents are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	Part 1: Special Conditions of Quotation and Contract
16.3.1	Respondents must initial each page and sign the last page and return the Special Conditions of Quotation and Contract (Section B-1). Quotes submitted without a completed Special Conditions of Quotation and Contract form will be deemed to be non-responsive.
16.4	Part 2: SARS Tax Clearance Certificate(s)
16.4.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za . Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above particulars, will be deemed to be non-responsive.
16.5	Part 3: Declaration of Interest
16.5.1	Each party to the quotation must complete and return the "Declaration of Interest" (Section B-2). Quotes submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
16.6	Part 4: Declaration of Bidder's past Supply Chain Management practices
16.6.1	Each party to the quotation must complete and return the "Declaration of Bidder's past Supply Chain Management practices" (Section B-3). Quotes submitted without a completed and signed Declaration of Bidder's past Supply Chain Management practices will be deemed non-responsive.
16.7	Part 5: Certificate of Independent Bid Determination
16.7.1	Each party to the quotation must complete and sign the Certificate (Section B-4).

Section B 1: Special Conditions of Bid and Contract

	<ul style="list-style-type: none"><input type="checkbox"/> Describe how the work will be managed. Provide an organisation chart clearly indicating:<ul style="list-style-type: none">▪ The lines of reporting and supervision within the Respondent's team.▪ The lines of reporting between the Respondent and the NEMISA and other stakeholders, if applicable.<input type="checkbox"/> Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.
16.11.3	Provide a project plan of activities. In addition to providing details of the estimated number of work days for each activity, Respondents are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.
16.11.4	Please note that Part 9 should be no longer than 20 single sided A4 pages in Arial 11 (font size).
16.12	Part 10: Team details
16.12.1	In this part that must be returned as part of the submission, Respondents must provide details of the team named in the previous part.
16.12.2	For each team member there must be: <ul style="list-style-type: none"><input type="checkbox"/> A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.
16.13	Part 11: Experience in this field
16.13.1	Respondents should provide in this part, and return as part the submission, at least the following information. <ul style="list-style-type: none"><input type="checkbox"/> Details of contracts for similar work within the last 5 years.<input type="checkbox"/> Contact details of a maximum of 3 organisations for which work was done.
16.14	Part 12: Registration on the CSD
16.14.1	In this part, Respondents must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Quotes submitted without the required proof, will be deemed to be non-responsive.
16.15	Part 13: Registration Certificates
16.15.1	Insert any requirements for registration with professional bodies here such as IATA, ASATA for travel agents, etc.

Section B 1: Special Conditions of Bid and Contract

	Quotes submitted without a completed and signed Invitation to Quote will be deemed to be non-responsive.
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I/we herewith accept all the above-mentioned special conditions of the quotation. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Respondent: _____

Signature of Respondent: _____

Date: _____

Section B 2: Declaration of Interest

Any other particulars:

.....

.....

.....

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

2.7.2.1. If yes, did you attach proof of such authority to the quotation document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quotation.)

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

.....

.....

.....

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months? YES / NO

2.8.1. If so, furnish the following particulars.

.....

.....

.....

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

2.9.1. If so, furnish the following particulars.

.....

.....

.....

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

2.10.1. If so, furnish the following particulars.

.....

.....

.....

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

Section B 2: Declaration of Interest

2.11.1. If so, furnish the following particulars.

.....

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

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Pearsal Number

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Respondent

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

Return as Part 6

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor:= (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/ FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

- Partnership/ Joint Venture/ Consortium
- One person business/ sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

(Tick applicable box)

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

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

8.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a

Section B 5: Preference Points Claim Form to the Preferential Procurement Regulations 2011

- result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p>.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>
---	---

Section B 6: Invitation to Bid

Confirmation

Are you the accredited representative in South Africa for the services offered by you? **YES / NO**

Declaration

I/ We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidder: _____

Date: _____

Are you duly authorised to commit the Bidder? **YES / NO**

Capacity under which this bid is signed _____

TOTAL BID PRICE (INCLUSIVE OF VAT) R _____

10 FINANCIAL PROPOSAL

It is understood that internal audits are based on hourly rates and that budgets are compiled once the appointed auditor has assessed the likely extent of the work. Financial proposals will mainly be compared on the basis of hourly rates.

Firms are required to submit a table of hourly rates as per the table below.

Rates should be **inclusive** of overheads **and** VAT; any rates provided not inclusive of the aforementioned costs shall not be considered. If a particular category does not exist for the firm, it may be clearly indicated and omitted.

Item (where applicable; indicate if not applicable)	Hourly Rate (including overheads and VAT)
Engagement Partner / Director	R
Partner / Director	R
Senior Manager	R
Manager	R
Senior Internal auditor	R
Internal Auditor	R
Trainee Internal Auditor	R
Specialist Auditor, e.g. IT Auditor	R
Other (please specify)	R

It is recognised that it is difficult for a prospective bidder to be certain about the extent of the work based solely on the terms of reference. However, to assist with assessments, a firm must provide a typical distribution of time for members of the audit team on a job of this nature. This should be expressed in percentages of the total person-hours billed on a typical job (see table below, which is indicative only and not binding on the firm).

Item (where applicable)	Typical Percentage of Total Hours on Project
Engagement Partner / Director	%
Partner / Director	%
Senior Manager	%
Manager	%
Senior Internal auditor	%

Section B 6: Invitation to Bid

Internal Auditor	%
Trainee Internal Auditor	%
Specialist Auditor, e.g. IT Auditor	%
Other (please specify)	%
TOTAL	100%

The Financial Proposal must however indicate the proposed annual cost in line with the services under technical/functional proposal above which must give an indication of the following to be considered:

- Overall fixed price for the three year period must be inclusive of VAT and overheads/disbursements. Prices for this contract are firm for the first year and subject to a determined escalation rate (clearly indicated in the proposal) of for the next two years. The escalation should at most be based on the current average three year CPI forecast as per the latest MTEF National Treasury Guidelines.
- A breakdown of these anticipated out-of-pocket expenses (disbursements) must be clearly provided as well.
- The pricing must be based on the average rates and % involvement of the different levels of staff as supplied in the tables above. The split of the hours for the different levels of proposed resources can be determined by the bidder within the indicative % involvement above.
- Fees must be quoted at an inclusive rate for the different levels of proposed resources to be utilised, as listed below (firms may further break down in terms of the different types of audits and per planning, execution, etc as appropriate):

Category	No of audit personnel (A)	Hours per resource (B)	Total Hours (C=AxB)	Rate per hour (D)	Total Cost (Cx D)
Engagement Partner / Director					
Partner / Director					
Senior Manager					
Manager					
Senior Internal auditor					
Internal Auditor					
Trainee Internal Auditor					
Specialist Auditor, e.g. IT Auditor					

Section B 8: Curriculum Vitae Template

CV TEMPLATE GUIDELINE

Proposed role in the project:

- 1. **Family name**
- 2. **First name:**
- 3. **Date of birth:**
- 4. **Nationality**
- 5. **Education**

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained

- 6. **Membership of professional bodies**
- 7. **Other skills (e.g. computer literacy, etc.)**
- 8. **Present position:**
- 9. **Years within the organisation:**
- 10. **Key qualifications (relevant to the project)**

11. Professional experience

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

- 12. **Other relevant information (e.g. Publications)**
- 13. **References**