



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

REQUEST FOR BID

**EXTERNAL AUDIT SERVICES TO BE RENDERED FOR THE
PERIOD OF 5 YEARS**

BID NUMBER: T01/2024

BID INVITATION DATE	
INVITATION DATE:	21 January 2024
COMPULSORY INFORMATION BRIEFING SESSION	
Date:	25/01/2024
Time:	10:00am
Venue:	IT Boardroom CW Building Vaal University of Technology, Andries Potgieter Boulevard, Vanderbijlpark Campus,
SUBMISSION INFORMATION	
CLOSING DATE:	9 February 2024
CLOSING TIME:	11H00am
ADDRESS:	Vaal University of Technology, <u>Andries Potgieter Boulevard,</u> <u>Vanderbijlpark,</u> <u>Main Campus, E-Block,</u> Room E001



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

Tender Document

TERMS OF REFERENCE

T01/2024

REQUEST FOR PROPOSAL (RFP)

FOR

EXTERNAL AUDIT SERVICES TO BE RENDERED

FOR THE

PERIOD OF 5 YEARS

Registered Name of Tenderer	
Trading Name of Tenderer	
Registration No. of Entity	
Tenderer CIDB Grading	
BBBEE Level	
CSD REG Number	
Contact Person	
Tel No:	Email Address:
Cell No:	Fax No:

Contents

- 1. PROCEDURAL INFORMATION.....4
- 2. TERMS AND CONDITIONS4
- 3. SCOPE OF WORK.....7
- 4. FORMAT OF TENDER DOCUMENTATION TO BE SUBMITTED 10
- 5. PRE-QUALIFICATION/MANDATORY REQUIREMENTS 12

1. PROCEDURAL INFORMATION

1.1 QUALIFYING FIRMS

Only firms

- a) who are registered with the Independent Regulatory Board for Auditors (IRBA);
- b) who are situated in Gauteng;
- c) who have experience in the auditing of Institutions of higher education and clients with a turnover from R1,7 billion and above;
- d) who have a staff complement of at least 200 staff members in its Gauteng office/s; and
- e) who have at least ten (10) partners with SAICA affiliation in its Gauteng office/s will be considered.

1.2 SUBMISSION OF TENDER DOCUMENTATION

The tender reference number **T01/2024** must be subject matter of the email.

Closing date and time: 9 February 2024 @11:00am.

Compulsory Briefing Session: 25 January 2024 @11:00am

Venue: IT Boardroom CW Building.....

The employer's representative is Lebohang Monne (Tender Officer): Email: lebohang@vut.ac.za.

Enquiries: All supply chain and technical enquiries regarding this RFP must be forwarded to: Email: Lebohang Monne at lebohangm2@vut.ac.za with the applicable Bid No. as the subject.

1.3 PRESENTATIONS TO THE BID EVALUATION COMMITTEE

After the closing date, submissions will be evaluated according to the Procurement Policy evaluation criteria, and a short list will be compiled.

Shortlisted company (ies) will be invited to make presentation to the bid evaluation committee.

It is envisaged that the Council of the Vaal University of Technology will make an appointment based on the recommendation of the Audit and Risk Committee of Council. Subsequently the successful company(ies) will be informed.

2. TERMS AND CONDITIONS

2.1 INTRODUCTION

All interested party(ies) must abide by the terms, conditions and requirements contained in this document.

2.2 INTERPRETATION

The following expressions bear the meanings assigned to them below and cognate expressions bear corresponding meanings:

- “VUT” and “the University” mean the Vaal University of Technology
- “Department” means the Department of Higher Education and Training
- “The Act” means the Higher Education Act 101 of 1997 as amended
- “RFP” refers to this Request for Proposal
- “Interested party(ies)” means any firm(s) who has/have attended the compulsory information session and submitted a proposal

Where VUT and the tenderers’ interpretation of the document differ, VUT’s interpretation will prevail.

2.3 CONTRACT AND ANNUAL CONFIRMATION

The Tender awarded will be conditional and subject to successful signing of a written letter of appointment, failing which VUT reserves the right to withdraw the tender and award same to another tenderer without the need to repeat the tender process.

While it is envisaged that the successful party(ies) will be appointed for a period of five (5) years with effect from 2023 to 2027 (financial years), the auditors’ performance will be subject to an annual review by the Audit and Risk Committee and by the University Council.

The appointment of the successful party is subject to the annual consent by the Auditor General of South Africa and the prescripts of the Public Audit Act 25 of 2004, its regulations, directives, other relevant statutes, and policies.

2.4 PREPARATION COSTS

All costs incurred in the preparation of this proposal shall be for the account of the interested part(ies). All documentations submitted in respect of this RFP shall be retained by VUT, whether or not the proposal is accepted.

2.5 LATE SUBMISSIONS

Late, incomplete or incorrectly submitted tender documents will not be considered. VUT reserves the right to obtain any outstanding information from any tenderer as it deems necessary.

2.6 AUTOMATIC DISQUALIFICATION

If it is found that an interested party(ies) or person(s) acting for and on behalf of the interested party(ies) has, in the RFP or during the whole process of evaluation, selection and awarding of the tender:

- misrepresented or altered material information in whatever manner;
- promised, offered or made gifts, benefits or rewards to any VUT employee or decision-maker;
- canvassed or lobbied in order to gain an unfair advantage;
- committed fraudulent acts; and/or

- acted dishonestly and/or in bad faith, such interested party(ies) and/or person(s) shall be automatically disqualified from further participation in this process, or, if the tender had already been awarded, such award will be withdrawn and the contract immediately terminated.

2.7 DECLARATION OF INTEREST

Interested party(ies) must complete a declaration of interest form (included in the submission) to indicate that none of its employees have any involvement or interest in VUT (other than being registered students of VUT*), and likewise no VUT* employees have any involvement or interest in the interested party(ies)' business that may be construed as having an effect on the objectivity and independence of the interested party(ies).

2.8 PROPRIETY INFORMATION

Interested party(ies) must treat and safeguard as private and confidential any information of whatever nature, which has been or may be made available to them, whether in writing or in electronic form or pursuant to discussions between the interested party(ies) and VUT, or which can be obtained by visual inspection or analysis. Interested party(ies) must at all times ensure proper and secure storage of all such confidential information and may not disclose or reveal the proprietary information to any other person, other than employees of the interested party(ies) who are required to receive and consider the information for the purposes of preparing this RFP.

Please Note:

- **The interested party(ies) receiving this document will also be responsible for submitting the proposal;**
- **The RFP collected by an interested party(ies) is not transferable.**
- **Information, such as latest VUT's Audited Annual Financial Statements, will be available on request.**

2.9 COMPLETION OF THE RFP FORM

All interested party(ies) are required to complete the tender documentation in the prescribed format. VUT may request documentary proof of any information provided in the submission by an interested party(ies). This proposal and all written material and/or attachments must be submitted in English.

2.10 AMENDMENTS TO DOCUMENTS BY VUT

VUT may, at any time prior to the closing date and time of the RFP, extend the time for lodging the tender submission by notice in writing to party(ies) who had collected the RFP. Any amendments will form part of the RFP.

2.11 TENDER PROPOSAL

The interested party(ies) must ensure that all the relevant information and original documentation is submitted. VUT will not be liable should it become evident that an interested party(ies)'s proposal was not accepted if the reason for such non-acceptance was a result of the interested party(ies) failing to include the information and original documentation.

2.12 EVALUATION OF COMPLETED RFP FORMS

The purpose of this RFP is to obtain a complete set of salient information pertaining to interested party(ies). The completed RFP forms will accordingly also be used to evaluate whether, at VUT's discretion, an interested party(ies) qualifies to proceed to the next phases of this tender process. All party(ies) will be advised in writing of VUT's decision, which will be final. RFPs received after the closing date and time **will not be considered.**

2.13 GENERAL REQUIREMENTS

- VAT must be included in your price, but shown separately.
- This tender will be subjected to the VUT's Conditions of Tender.
- Late submission, fax and telephonic submission will not be considered.
- A duly authorised person must sign the tender; an unsigned tender will not be accepted.
- The successful tenderer will, at its own cost, observe the activities and size of the university's operations and financial function, all applicable laws, rules, regulations and requirements of authorities applicable to the work that must be done.

2.14 AWARDING OF TENDER

Points will be awarded for Broad-Based Black Economic Empowerment (B-BBEE). For joint submissions, the B-BBEE ratings / credentials of all firms included in the proposal will be considered.

The decision of the VUT Council on awarding a Tender is final.

VUT reserves the right to appoint, contract with and monitor performance of any service provider it solely deems will offer the best service but not necessarily being the lowest tender, as well as the right not to award a Tender.

3. SCOPE OF WORK

3.1 INTRODUCTION

The Vaal University of Technology is the primary supplier of education to approximately 21,000 students (nationally and internationally), with its Main Campus situated in Vanderbijlpark and Site of Delivery, which is based in Sebokeng.

The University employs approximately 945 permanent staff members and 866 fixed term contractors, part time and temporary staff. The part time employees are appointed to perform

duties such as invigilation of examinations, while temporary staff members are appointed during peak periods such as registrations and examinations, etc.

The University generates income from government grants and subsidies, tuition and residence fees (formal and short learning programmes), investments, research contracts, other grants and donations. Expenditure is mainly on staff costs, operational costs, infrastructure and equipment.

Both accounting records and human resources of the University are run on Integrated Tertiary Software (ITS). The annual statutory audit is overseen by an Audit and Risk Committee.

3.2 STATUTORY REQUIREMENTS

The University is governed by the Higher Education Act (Act No. 101 of 1997) as amended, herein referred to as the Act. The University is also governed by an Institutional Statute as directed by the Act. The financial statements of the University are prepared in accordance with International Financial Reporting Standards (IFRS) as well as the prescripts of Regulation No. 10209 in Government Gazette No: 37726 of 09 June 2014.

The audit should be conducted in accordance with International Standards on Auditing to ensure that the financial statements comply with the requirements of the IFRS (International Financial Reporting Standards) and other regulations applicable to Higher Education Institutions.

The Act requires that the University should submit audited financial statements to the Minister of Higher Education and Training six months after the year end, which is 30 June. The financial year end of the University is 31 December. The audited annual financial statements are submitted to the Audit and Risk Committee of Council for recommendation to Council for approval. Upon approval by Council the audited annual financial statements are submitted to the Minister of Higher Education and Training together with other reports as required by Section 41 of Higher Education Act. It is of the utmost importance that the audit of the financial statements is completed by 31 May of the following year in order for the relevant structures of the University to review and recommend them to Council for approval.

Interested party(ies) must note that, in their consideration of their professional competence to accept an appointment as VUT's external auditors, that the audits of universities are carried out in terms of the Public Audit Act, 2004 (Act No. 25, Section 4(3) of 2004).

Please note: To ensure compliance with the requirements of s25(2) and s25(4) of the Public Audit Act relating to the appointment of auditors, there will be consultation with the Office of the Auditor General of South Africa prior to confirming the appointment of the successful bidder and annually thereafter. However, AGSA plays no role in the evaluation and/or adjudication of bids received. The annual consultation with the AGSA will also be included in the contract of the successful bidder.

3.3 GOVERNANCE STRUCTURES OF THE UNIVERSITY

In terms of The Act, the Council of the University must govern the University. The Chairperson of the VUT Council is not an executive officer of VUT. Of a total number of 21 members of Council, 13 are independent members.

The Council has established committees to perform certain of its functions. All committees of the Council are chaired by external members of Council. Where specialised expertise is required, Council has co-opted further independent, non-executive officers (external) as members of such committees.

Under normal circumstances, the following Committees of Council each has its own Terms of Reference:

- Governance Committee
- Remuneration Committee
- Human Resource Committee
- Audit and Risk Committee
- Finance and Infrastructure Committee
- Exco committee

The Institutional Forum of the University advises Council on issues affecting the University, amongst others, race and gender equity policies; the fostering of an institutional culture which promotes tolerance and respect for fundamental human rights. The Institutional Forum is Constituency-based and include constituencies such as academic and non-academic employees, students, unions and Management.

The Senate of the University is accountable to Council for its academic and research functions.

The Act requires that a public higher education institution must establish a Students' Representative Council as part of its governance structures.

The Act and the Institutional Statute provide that students through the Students' Representative Council must be members of the statutory structures, i.e. Council, Senate, and Institutional Forum.

3.4 INTERNAL CONTROL SYSTEM

The Executive Management Committee is responsible for establishing systems of internal control to manage identified business risks including financial, operational and compliance risks. To this end appropriate policies are developed and approved by Council.

3.5 ADDITIONAL AUDITING AND/OR ASSURANCE SERVICES REQUIRED

In addition to the annual audit of the financial statements, the University requires the following auditing and/or assurance services to be provided, some of which are agreed upon procedures:

- audit certificates for the Higher Education Management Information System (HEMIS) reports;
- audit certificates for awards granted by the National Research Foundation (NRF);
- specialised audits i.e. audit certificates on donor funds;
- audit of the University Capacity Development Grant;
- audit of the Technology Station;
- audit of earmarked grants from the Department of Higher Education and Training (DHET);
- audit on Research Output;
- audit on Infrastructure and Efficiency Grant;
- audit on Clinical Training Enrolment;
- audit on Clinical Training Grant;
- Performance Indicators;
- Predetermined Objectives;
- New Generation of Academics Programme (n-Gap);
- College Lecturer Education Programme (CLEP);
- Higher Education Acquired Immune Deficiency Syndrome (HEAIDS);
- Nurturing Emerging Scholar Program;
- And all special audits, as it may be required.

4. FORMAT OF TENDER DOCUMENTATION TO BE SUBMITTED

Responses to this RFP must follow the following format, so as to enable VUT to adjudicate all proposals effectively and fairly.

4.1 SECTION 1: ABILITY TO PERFORM EXTERNAL AUDIT SERVICES

4.1.1 Competence and availability of resources

Amongst others, the following should be considered:

- Knowledge of the higher education landscape in South Africa;
- Governance models applicable to public higher education institutions;
- Technical skills and competence of staff that will be assigned to the audit;
- Specialised skills in the audit team, e.g. audit of IT systems and the use of Computer Assisted Auditing Techniques (CAATs); actuaries and property valuation;
- Sufficiency of staff to complete the audit within the given time frames;
- Sufficiency of staff to perform quality reviews.

4.1.2 Verification of the references submitted

Details of at least five recent and contactable clients with a turnover in excess of at least R1.7 billion to whom the interested party(ies) has provided or is providing external audit services.

These references should include the name of the entity, contact person and office telephone number.

The attached template, Reference Verification, (please see page 15), must be completed for purposes of this section.

4.1.3 Proposed audit methodology and approach

Interested party(ies) must submit a preliminary audit plan detailing the following:

The firm's audit methodology and approach with specific reference to:

- Risk assessment and how it would be aligned with VUT's own risk management processes:
 - Testing and the balance between tests of controls and substantive testing;
 - Technology used and how it complies with International Standards on Auditing (ISA);
 - Reliance on the work of internal auditors and how it complies with ISA;
 - Performing interim and final audit;
 - Firms' quality assurance process;
 - Execution and completion of the audit by 31 May of each year;
 - Reporting approach – interim reports, management reports, presentations to Executive Management, Audit and Risk Committee and Council.

4.1.4 Value adding service

Interested party(ies) must indicate what other value adding services the University may reasonably expect to flow from the external audit services which will not compromise the independence of external audit.

4.1.5 Annual / Integrated report

Interested party(ies) must indicate what capacity exists to provide an independent assurance report on the Annual / Intergrated Report of the University.

4.2 SECTION 3: COSTING ESTIMATE

Although the cost estimates submitted will be considered in the adjudication of tenders, the tender will be awarded on the basis of the greatest benefit to VUT and support for VUT's values.

Please attach a schedule of estimated fees for the 2023 to 2027 audit covering at least the following:

- Planning
- Control Testing
- Execution/substantive testing
- Reporting
- Additional auditing and/or assurance services required

Submissions must further clearly distinguish between interim audit and year-end audit.

An indication must be given of estimated hours and estimated hourly rates of the different levels of staff for interim review and year-end audits.

Where applicable, an indication must be provided of the audit work to be performed by a sub-contracted emerging firm.

The basis for recording and recovery of incidental expenses, e.g. travelling, accommodation costs, etc. for all aspects of the audit must be provided.

Indicate how the firm will actively prevent / manage overruns.

Provide a realistic indication of the projected annual escalation of audit fees, taking into account efficiency improvements and inflation.

Provide details of the firm's time management system to record time spent per area of the audit, and the processes in place to monitor and control hours and costs of all aspects of the audit on a timely basis.

5. PRE-QUALIFICATION/MANDATORY REQUIREMENTS

5.1. MANDATORY REQUIREMENTS

- VUT has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by the Tenderer in order for VUT to accept a Tender for evaluation.
- The pre-qualification evaluation will be carried out by the VUT's appointed evaluation committee to determine which tender responses are compliant or non-compliant with the tender specifications issued by VUT as part of the tender process.
- Where there is failure to comply with the pre-qualification criteria or VUT is for any reason unable to verify whether the pre-qualification criteria are fully complied with, VUT will disqualify the tender.
- No points allocated for mandatory requirements. Tenderers not meeting these mandatory requirements will be disqualified.

Documents to be submitted:

Correctly completed tender and signed by authorized signatories	
Company Registration Certificate	
Company Profile	
Valid Tax Clearance Certificate and a pin (issued by SARS)	
Vat registration Certificate – SBD4 form	
B-BBEE Certification or Letter of exemption from the Registered Verification Agency or the accountant	

Attach a registration certificate from a Professional Body (IRBA certificate) for the firm	
Attach a registration certificate from a Professional Body (IRBA certificate) for signing partner.	
A letter of Good Standing from the Workmen's Compensation Commissioner	
Recent Audited Annual Financial Statements i.e 2023 or 2022 with comparatives	
Bidders are required to agree to provide a brief regarding any change/updates in accounting standards. Interpretation notes.	
<i>Proposals that do not meet the mandatory requirements will not advance to the next stage of assessment. No points allocated to this stage.</i>	

PLEASE NOTE: THE ABOVE MANDATORY DOCUMENTS MUST BE INSERTED IN A SEPARATE FILE OR SEPARATE SECTION OF THE TENDER DOCUMENT REFERRED TO AS 'MANDATORY DOCUMENTS'.

All documents submitted in support of this tender must be documents of the tendering unit. It is not permitted that documents submitted pertain to different companies or units within a group. As an example, a Tenderer cannot submit its own B-BBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a Tenderer cannot submit its own financial statement, but the B-BBEE certificate, SARS certificate, etc. of other companies in the group.

5.2 EVALUATION CRITERIA

The evaluation will be according to the following:

- Functionality
- 90/10 Principle
- Pricing
- BBBEE

5.2.1 Stage 1 (Functionality)

Companies scoring less than eighty per cent (80%) for functionality will not be considered for further evaluation. Evaluation will be according to criteria as mentioned in this document.

All proposals will be evaluated on the following criteria indicated below (next page)

Functionality:

EVALUATION OF EXTERNAL AUDIT SERVICES FOR VUT	
EVALUATION CRITERIA	WEIGHT
<i>Service Capabilities:</i>	55
Demonstrated <u>expertise in audit function</u> (HR qualifications / experience; risk management / control and governance): <ul style="list-style-type: none"> ➤ 10 and above years = 5 points; ➤ 8 - 9 years = 4 points; ➤ 6 - 7 = 3 points; ➤ 5 - 6 = 1 points; and ➤ Less than 5– Nil points. 	5
Demonstrated <u>expertise in audit of information technology</u> (HR qualifications / experience; control over design / implementation / security and use of computer systems and security of data files) <ul style="list-style-type: none"> ➤ 10 and above years = 5 points; ➤ 8- 9 years = 4 points; ➤ 6 - 7 = 3 points; ➤ 5 - 6 = 1 points; and ➤ Less than 5– Nil points. 	5
Experience base regarding <u>Higher Education Sector</u> and major clients (No. of Universities as clients) <ul style="list-style-type: none"> ➤ 5 and more = 10 points, ➤ 4 = 8 points; ➤ 3 = 6 points; ➤ 2 = 4 points; ➤ 1 = 1 point; and ➤ 0 = 0 point. 	10
Experience for Audit partner / Director in Higher Education Sector <ul style="list-style-type: none"> ➤ 10 years or more = 20 points ➤ 8 – 9 years = 16 points ➤ 6 – 7 years = 12 points 	20

(Should be supported by detailed CV clearly indicating universities / institution serviced)	
Experience for Audit manager in Higher Education Sector <ul style="list-style-type: none"> ➤ 8 years or more = 15 points ➤ 7 years = 12 points ➤ 6 year = 9 points 	15
(Should be supported by detailed CV clearly indicating universities / institution serviced)	
Audit Process:	20
Audit approach including: pre audit planning activities, risk assessment, execution of external audit assignments and reporting including the nature of procedures involved in the plan. Reliance on work of internal audit and other relevant structures. <ul style="list-style-type: none"> ➤ pre audit planning activities=2 points, ➤ risk assessment =2 points, ➤ execution of external audit assignments=2 points, ➤ reporting=2 points, ➤ Reliance on work of internal audit and other relevant structures=2 points; ➤ Proposed timetable on commencement and completion =2 points. 	12
Track record of meeting DHET Reporting timelines at previously audited institutions or universities. <ul style="list-style-type: none"> ➤ Meeting deadlines for 5 conservative years = 8 points. ➤ Meeting deadlines for 4 conservative years = 6 points; ➤ Meeting deadlines for 3 conservative years = 5 points; ➤ Meeting deadlines for 2 years and less = Nil points. 	8
Previous experience in the relevant field (Client base), including scope of work, results achieved and reference:	10
Contactable customer list (minimum of five references) <ul style="list-style-type: none"> ➤ 10 or more = 10 points, ➤ 9 = 8 points ➤ 8 = 6 points, ➤ 7 = 3 points, ➤ 6 = 2 points ➤ 5= 1 point, ➤ Less than 5=0 points <p>(The reference contract periods must be for a minimum period of two (2) years) and these references should include the name of the entity, nature of contract, contact person (contract manager) and office telephone number).</p>	10
Client Service Plan:	5
Comprehensive budget, including service activities, client service plan	2
Estimated professional fees per category	2
Hourly tariff	1
Structure and Human Resources:	5
Organogram or list of audit team members	2.5
Sufficient resources (CVs / Experience)	2.5
Gauteng Based	5

TOTAL POINTS	100
Ranking	

5.2.2 Stage 2 (Price and Equity Ownership)

Service provider who scored 80% of Stage 1 will be considered for Stage 2. Stage 2 will focus on Price (90) and Equity Ownership (10).

POINTS	CRITERIA	DOCUMENTS REQUIRED
90	Price: Points for price will be allocated in accordance with the formula	Price schedule to be completed and submitted with the tender
10	BBBEE: Points on B-BBEE will be allocated in accordance with the Service Providers BBBEE status	Valid B-BBEE Certificate from a SANAS accredited verification agency (including assessment report) or proof of exemption

5.2.2.1 Price Points Calculation Formula

Step 1 will be the calculation of points for price where the lowest bid will score 90 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of tenders with a Rand value above R1,000,000 (all applicable taxes included):

Calculation for awarding points on pricing:

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

Where

- P_s = Points scored for comparative price of tender or offer under consideration
 P_t = Comparative price of tender or offer under consideration; and
 P_{\min} = Comparative price of lowest acceptable tender or offer

Step 2 will be the *calculation of points for the B-BBEE status level of contribution*

Where 10 points will be awarded to a bidder for attaining the B-BBEE status level of 1, and lower points will be awarded to bidders with lower B-BBEE status levels as per table below:

B-BBEE Status Level of Contributor	Number of Points
------------------------------------	------------------

1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Calculating the final score

The points scored for *price* (step 1) will be added to the points scored for *B-BBEE status level of contribution* (step 2) to obtain the Bidder's total points scored out of 100.

PLEASE NOTE: MANDATORY REQUIREMENTS

Proposals that do not meet the mandatory requirements will not advance to the next stage of assessment. No points will be allocated at this stage.

- a. Resolution (authority to sign);
- b. Current and valid original SARS Tax clearance certificate/pin;
- c. Company / Inc. Registration certificate and company profile,
- d. Proof of registration with IRBA for the company as well as for the signing partner;
- e. CV and the certificates of the audit team;
- f. Valid B-BBEE Certificate from a South African National Accreditation System (SANAS) accredited verification agency (including assessment report) or proof of exemption;
- g. Recently Audited Annual Financial Statements i.e 2023 / 2022 with comparatives
- h. A letter of Good Standing from the Workmen's Compensation Commissioner.

PROPOSED AUDIT TEAM (ASSURANCE, IT AND OTHER APPLICABLE TEAM)

Team member	Role in team	Qualifications	Experience	Other

REFERENCE VERIFICATION

Name Of Company / Institution	Nature of contract (Once off / recurring)	Nature of services i.e internal audit / external audit	Contact Person	Office Telephone Number

-oOo-