

**DATE: 27 MAY 2021**

**CONSOLIDATED QUESTION AND ANSWER DOCUMENT - 3**

**BID NUMBER: PROJ/2021/22/01**

**DESCRIPTION: PROVISION OF INTERNAL AUDIT SERVICES FOR INSETA FOR A PERIOD OF FIVE (5) YEARS**

**1. Question:**

Can the bidder/s be furnished with the recordings and attendance register for the briefing session?

**1. Answer:**

Unfortunately, INSETA will not provide attendance register and recordings for the briefing session since potential bidders were present.

**2. Question:**

The provided template referenced as **Annexure A - SBD 3.3** only reflects space for **Rates** and **Disbursements** per level of staff and does not cater for **estimated number of hours** in order for the bidder/s to compute the **total price** required for this section.

**2.1** Can the bidder/s populate rates inclusive of estimated number of hours per person and per level in the space provided?

**2.2** What is the expected approach required to ensure that the bidder/s proposals are evaluated fairly on pricing?

The proposed pricing schedule in question is also attached to this correspondence for referencing as **Annexure A – SBD 3.3**.

**2. Answer:**

**Annexure to SBD 3.3 has been revised** to allow for “man hours” as per the terms of reference. The bidder/s are advised to populate information on the pricing schedule provided for each year as follows:

**2.1** Yes, the bidder/s must populate rates inclusive of estimated number of hours per person and per level in the space provided – see revised Annexure to SBD 3.3

- a) The rate for each team member including estimated man hours.
- b) Disbursements.

- c) Include a maximum value of R500 000.00 pa for ad-hoc services; (Refer to Section 7.2 under contractual obligation)
- d) 5% CPI increase annually for comparative costing (Refer to Section 7.1 under contractual obligation)
- e) Total sum of all the above listed items for each year and add all applicable taxes including VAT) for the total contract period.

**2.2** Bidders have been provided with an excel spreadsheet and PDF for completion and calculation of pricing that will reflect “man hours” per required resource, pricing per annum, and total pricing with all applicable taxes (including VAT) for the period of the contract.

**3. Question:**

What are the rates applicable to this Bid, is it public rate in terms of Auditor General South Africa (AGSA) or Department of Public Service and Administration (DPISA) rates?

**3. Answer:**

The bidder/s are encouraged to align their fees with public rates as per Auditor General South Africa (AGSA).

Regards

**INSETA Supply Chain Management**



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