

**Tender-/INS/2024/25/002 – APPOINTMENT OF AN ACCOUNTING FIRM TO PROVIDE WITH 3 RESOURCES TO SUPPORT THE INSETA WITH THE REVIEW OF STANDARD OPERATING PROCEDURES, INTERNAL CONTROLS, COMPLIANCE AND QUALITY REVIEW OF THE ANNUAL/INTERIM FINANCIAL STATEMENTS AND ASSIST WITH THE COMPILATION OF AUDIT WORKING FILE, AMONGST OTHERS.**

**ANNEXURE A**

Bidders must complete the pricing template listed below. **Annexure A – SBD3.1 - Pricing Schedule / Proposal – All prices **MUST** include VAT.**

1. Pricing schedule should be submitted in 3 separate sealed envelopes attached to SBD 3.1.
2. Pricing should not be reflected in any other part of the proposal or cover thereof.
3. The following estimated quantities must be used to provide a pricing.
4. The number of meetings stated below are an estimate for evaluation purposes for effective comparative analysis. The final values will be negotiated during the contract negotiation stage.
5. Price escalations per annum must be kept at a **5.5%** increase.

**Table 1: Costing**

Item Description	UoM	Year 1	Year 2	Year 3
Project Leader	Rate per hour			
X2 Senior Accountants	Rate per hour			
	Rate per hour			
Senior Accountant (performance information related scope)	Rate per hour			
Sub-total				
Vat				
Total				
Grand Total				

**\*\*Bidder are required to complete Annexure A – Spreadsheet (in Excel format) and submit as part of the electronic submission. The total bid price must be clearly stated above SBD 3.1. All instructions regarding the format of the proposal should be followed, otherwise bidders may be excluded from the rest of the bidding process. Please ensure that you comply fully with all**

**Board Members:** Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Organised Employer), Ms. L. van der Merwe (Organised Employer), Ms. Z. Motsa (Organised Employer),

Mr. K.A.A. Sungay (Organised Employer), Mr. M. Soobramoney (Organised Labour), Mr. J.J.M. Mabena (Organised Labour), Ms. S.A. Anders (Organised Labour), Mr. C.B. Botha (Organised Labour), Ms. S.T. Dinyake (Organised Labour), Ms. N.B. Jonas (Organised Labour), Ms. F. Mabaso (Professional Bodies), Mr. S.M. Mporu (Professional Bodies)

**CEO: Ms. G. Mkhize**

