

BID NUMBER: TENDER-INS/2025/26/011

BID DESCRIPTION – APPOINTMENT OF A SERVICE PROVIDER TO RENDER ACCOUNTING SUPPORT AND ADVISORY ON DISCRETIONARY GRANT (DG) VALUE CHAIN FOR A PERIOD OF TWO (2) YEARS.

Tender documents are obtainable from **16th January 2026** from the following websites:

- **ETender Portal**
- **INSETA Website**

Closing Date: 16th February 2026 at 11:00 am

Delivery: INSETA Office, 18 Fricker Road, Illovo, Sandton.

For enquiries contact the INSETA Supply Chain Management at bids@inseta.org.za

1. BACKGROUND

- 1.1** The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.
- 1.2** INSETA seeks to appoint a qualified and experienced service provider to render accounting advisory and support on Discretionary Grant Value Chain for a period of two (2) years. The appointed service provider will be responsible for unpacking each chain within the discretionary grant value chain from reengineering of dg policy and procedures, dg contracting, dg project implementation and monitoring practices and reporting into the commitment register. The support must be in line with the relevant legislation and regulatory frameworks.

2 CURRENT SITUATION

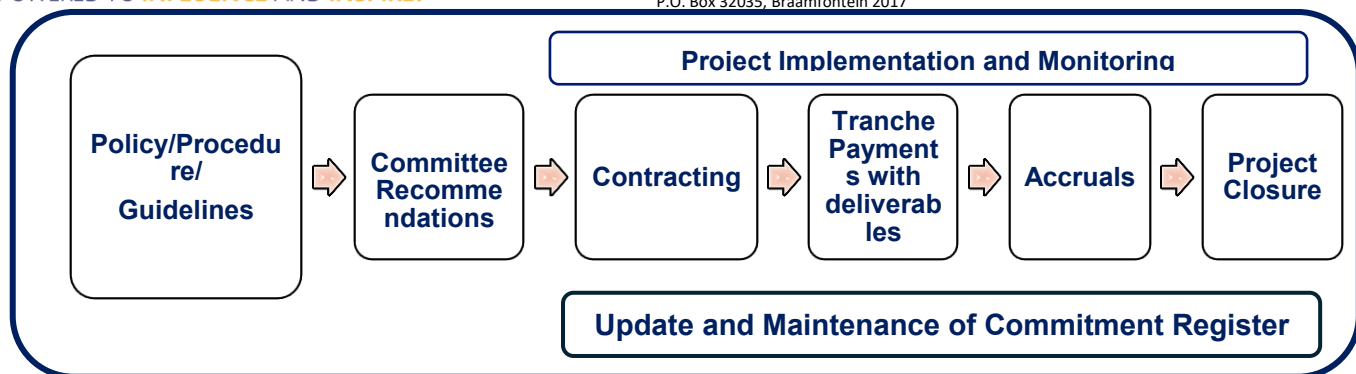
- 2.1** Insurance Sector Education and Training Authority (INSETA) has an approved discretionary grant policy and procedures relating to the learning programmes. There is need to review the underlying policy, procedures and guidelines to ensure alignment of the entire value chain of the DG process until specific project closure.

3 OBJECTIVE

- 3.1** The primary objective of this engagement is to enhance efficiency, accountability, and compliance in the management of discretionary grants through robust accounting support services.
- 3.2** The project success will ensure reengineered procedures, proper contract administration, financial reconciliations, and oversight of grant disbursements.

4 SCOPE OF WORK

- 4.1** The envisaged aligned dg process flow with **key focus areas** can be summarized as per the diagram below:



4.2 The appointed service provider will be responsible for advising on the alignment of the entire DG process flow and review thereof on an annual basis.

4.3 The appointed service provider will be required to undertake the following activities:

4.3.1 Review of the DG policy and consolidation of all procedures for respective programmes, and ensure alignment with:

- a) Skills Development legislation and regulations.
- b) DHET/NSDP priorities.
- c) Good governance and risk management practices.
- d) Review existing discretionary grant application, evaluation and adjudication, approval, contracting, monitoring, and payment procedures.
- e) Identify gaps, risks, inconsistencies, and duplications of processes.
- f) Benchmark processes against other SETAs and recommend enhancements to strengthen policy clarity, compliance, and impact.

4.3.2 Reviewing of Standard Operational Procedures (SOPs) on a regular basis by:

- a) Assessing the SOPs for discretionary grant management on a regular basis and recommend continuous improvements thereof.
- b) Provide periodic training to stakeholders on updated SOPs.

4.3.3 Providing support on the update and maintenance of Divisional Contract Register by:

- a) Ensuring that every division responsible for discretionary grant programmes establishes and maintains a comprehensive contract register for all discretionary grant contracts awarded for their division.
- b) Providing insightful support through monthly meetings to identify weakness in the contract register maintenance process and make necessary changes for improvement.
- c) Developing guidelines or procedures feeding into the commitment register.

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4.3.4 Verification and validation support on the payment tranche deliverables through the:

- a) Reviewing, verification and validation of all payment tranche supporting documentation/claims submitted by stakeholders against approved contract deliverables.
- b) Validate payment tranche supporting documents as per the Standard Operational Procedures (SOPs) against each learning programme contract. And ensure alignment thereof.
- c) Ensure all payment tranche deliverables or supporting documents are properly maintained and easily accessible for audit purposes.
- d) Perform recalculations of every invoice payment tranche in accordance with the approved DG procedures and /or guidelines and learning programme contract.

4.3.5 Validation of the APR listing and DG committees' recommendations on an annual basis:

- a) Review all new contracts against DG recommendations and systematically link the contracts to the recommendations.
- b) Ensure all contracts are linked to WSP/ATR approval
- c) Ensure that the learners reported in the APR listing are linked to a valid contract
- d) Recalculate all new contracts using the learners reported under enrolments reported in the APR listing to ensure accuracy of the contracts and completeness of the APR listing.
- e) Verify DG accrual amounts for each contract using the number of learners reported in the APR listing to ensure completeness of accruals.

4.3.6 Providing Support on Contract Reconciliations and Financial Year-End Balances Confirmation by:

- a) Conducting periodic reconciliations of grant disbursements against approved contracts and any adjustments being terminations or any other adjustment to the contract.
- b) Confirming year-end balances, ensuring accuracy in financial reporting.
- c) Identifying and resolving exceptions in payment disbursements, adjustments and financial commitments.
- d) Ensuring real-time updates on contract statuses, amendments, terminations, and extensions.
- e) Tracking and reconciling financial commitments against approved grants recommendations.

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4.3.7 Support in Conducting Project Site Visits and Project Monitoring

- a) Assisting in conduct scheduled and ad hoc site visits to verify project status and implementation progress.
- b) Engage with beneficiaries to assess the impact and utilization of grant funding.
- c) Identify slow moving projects against the contract time frames and provide recommendations thereof.
- d) Provide detailed site visit reports with findings and recommendations.

4.3.8 Assist in recalculation of Learner Terminations and Recoveries

- a) Assess terminated contracts to determine recoverable amounts.
- b) Ensure accurate recalculations of recoveries, including interest where applicable.
- c) Recommend appropriate recovery mechanisms and follow-up processes.

4.3.9 Assist in the Performance of assertions test (occurrence, accuracy, cut-off, completeness and classification)

- a) Verifying the payment batches and related payment tranche deliverables to ascertain the reporting period in which the related expenditure to be accounted for.
- b) Inspecting the contract to ensure that all tranche payments made are supported by the contract listed deliverables.
- c) Perform a 3-way matching and validation between the DG guideline, contract and deliverables to ensure that information relates to the said tranche and that the deliverables are valid, accurate and complete.
- d) Inspecting the contract to ensure that is valid and compliant as a legally binding document; ensure the following are compliant and not limited to:
 - Contract commencement date
 - Contract end date
 - Contract value
 - List of deliverables per tranche
 - Date of signatories of the contract

5 THE AWARDED SERVICE PROVIDER IS LIABLE FOR THE FOLLOWING.

5.1 They must have their own laptop, internet connection, meals, and transportation.

5.2 The resources must be available immediately and at all times during the duration of the contract.

5.3 The data that the service provider will work with and reviewed belongs to INSETA and must remain in the INSETA environment during and after the contract has ended.

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6 TIMEFRAMES

- 6.1 The contract duration will be for a period of two (2) years.

7 CONTRACTUAL OBLIGATION

- 7.1 Bidders to fully complete SBD 3.1 including all applicable costs including VAT, with a fixed rate price for the duration of the contract.
- 7.2 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 7.3 **Bidder will be subjected to periodic review in terms of measuring satisfactory performance until contract is completed and shall invoke applicable penalties as per contract terms and conditions, where there is unsatisfactory performance.**
- 7.4 The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place (upon parties contracting).
- 7.5 Bidders are required to fully comply with the relevant SCM Legislative Framework as well as application of regulatory and prescripts. Bidders are also required to take all reasonable steps to protect information, in line with the provisions of the POPIA 4 of 2014.
- 7.6 The successful bidder will be required to sign a non-disclosure agreement for the duration of the contract period.

8 ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 8.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 8.2 The Contract site is at INSETA (as and when required).

9 WORKMEN AND SUPERVISION ON SITE

- 9.1 The Service Provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

10 EVALUATION CRITERIA

- 10.1 Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria are designed to reflect the INSETA's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.

10.2 The evaluation criteria will be based on the following phases/requirements:

- Phase 0: Administrative requirements
- Phase 1: Mandatory requirement
- Phase 2: Technical Functionality (100 points) – The threshold of 70 points
- Phase 3: Evaluation on Price and Specific Goals

11 ADMINISTRATIVE REQUIREMENTS (Phase 0)

- 11.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**).
- 11.2 Bidder must complete, sign and submit a Standard Bidding Document (SBD 1) Procurement Invitation.
- 11.3 Standard Bidding Document (SBD 3.1) Pricing Schedule – Annexure A (in a separate envelope).
- 11.4 Standard Bidding Document (SBD 4) Bidder's Disclosure.
- 11.5 Standard Bidding Document (SBD 6.1) Preference Points Claim form.

12 MANDATORY CRITERIA (Phase 1)

12.1 The Bidder **Must** provide valid proof of the following Memberships Certificates:

Number	Mandatory
1	The bidder must be registered or affiliated with the South African Institute of Chartered Accountants (SAICA), and the Independent Regulatory Board for Auditors IRBA).
2	Bidders must provide proof of registration in the form of a valid membership certificate/letter from the institute.

Note: All bidders who do not comply with the criteria above will be disqualified from further evaluation.

13 FUNCTIONAL EVALUATION CRITERIA (Phase 2A)

- 13.1 The tender submission will be functionally evaluated out of a **minimum of 100 points for the functional evaluation– any bidder who scores less than minimum 70 points** will not be considered for further evaluation (**Price and Specific goals - Phase 3**).

DESCRIPTION	WEIGHT
Bidders Experience and track record: Bidder's proven competency in rendering accounting support on discretionary grant related services	40
Bidder must provide a minimum of three (3) signed, dated and contactable reference (Email or telephone contact) letters/testimonials from SETA's for similar services rendered. Reference letters must be on client's letterhead, accompanied by an award/appointment letter or a purchase order that align with the reference letter. The reference letters must be for work conducted within the last seven (7) years and must entail the following but not limited to: A brief description of the project, if the project was completed by the services provider, detailing the following: - The nature of the service rendered. - the period of the project, and - whether the service provider met/exceeded the deliverables within the project timelines in a satisfactory manner or not. <u>Points allocation</u> - Three (3) and more reference letters with award/appointment letters or purchase orders = 40 points - Two (2) reference letter with award/appointment letter or a purchase order = 20 points - One (1) reference letter with award/appointment letter or a purchase order = 5 points - Non-compliance with the requirements = 0 points NB: Due diligence will be conducted against reference letters submitted and work performed for the referees (See section 17.1.1)	
Track record for key staff/personnel experience	50
Project Manager/Leader: 15	
Skills: The Bidder (Key Personnel) must provide at least eight (8) CVs of competent resources that have the knowledge and a minimum of 5 years' experience in the SETA environment or similar services of which the project leader must be qualified CA (SA) and Registered auditor (RA). The 7 resources will not be deployed at the same, as different activities will be performed at different times. <i>Experience of the project manager in managing similar projects accompanied by the following CV'S and certified qualifications:</i> Points allocation matrix: >15 Years post-articles experience plus CA(SA) and RA qualified = 15 Points 5-10 Year post-articles experience plus CA(SA) and RA qualified = 10 Points	

c) Less than 5 years and no CA(SA) qualification/ no CVs attached = 0 Points	
7x Senior Accountants with B. Com Honors Degree in Accounting or equivalent, and/or CTA: 35	
Points allocation matrix: - >5 Years post-articles experience plus B. Com Honors in Accounting or equivalent, and or CTA = 35 Points (5 points per CV) - 3-5 Years experience plus B. Com Honors Degree in Accounting or equivalent, and or CTA = 21 Points (3 points per CV) - Less than 3 years and no B. Com Honors Degree and CTA / no CVs attached = 0 Points NB: The bidder must deploy the same resources whose CVs were submitted with the bid, otherwise any deviation may lead to termination.	
SETA Experience: 10 <i>Additional points will be awarded to project leader's CV demonstrating SETA experience</i>	
Points allocation matrix: a) SETA experience demonstrated in project leader's the CV = 10 Points b) No SETA experience / no CVs attached = 0 Points	
Approach and methodology aligned to a detailed project plan	10
The Bidder must provide an actionable proposal with: a) A project plan covering the two years period, b) Demonstrate an understanding of the scope and approach to achieving deliverables, c) Outline risk mitigation strategies d) Quality assurance processes, e) Deliverables. Points allocation matrix: a) Proposed methodology and approach regarding implementation are adequate and comply with all requirements of the scope of work outlined in this entire TOR = 10 Points b) Proposed methodology and approach regarding the implementation that addresses three (3 or more) of the requirements as detailed above = 5 Points c) No Proposed Submitted with methodology and approach attached = 0 Points	
TOTAL	100

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- 13.2** Bidders are required to pass the minimum threshold of **70 points** on the functional criteria to be considered for the next phase of evaluation which is **Phase 3 – Price and Specific goals**.
- 13.3** Bidders who score less than **70 points** will not be considered for the next phase, thus will be disqualified, and will be declared non-responsive.

14 Price and Specific Points Evaluation (Phase 3)

14.1 Preference Points Applied Against Specific Goals

The tender responses will be evaluated on the **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million**.

- 14.1.1 The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 14.1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- a) Price; and
 - b) Specific Goals.

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

15 POINTS AWARDED FOR PRICE AND PREFERENCE POINTS

- (1) The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \{1 - (P_t - P_{min})\}$$

P_{min}

Where:

- P_s = Points scored for comparative price of bid under Consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

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- (2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- (3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- (4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

16 SPECIFIC GOALS PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

16.1 Table 1: Specific goals for the bid process and points claimed are indicated per the table below.

16.2 *The 80/20 preference point system is applicable, corresponding points must also be indicated as such. The tenderer must indicate how they claim points for each preference point system.*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20-point system)
Black Ownership 6 points for 100% black owned 3 points for 75-99% black owned 1 point for 51-74% black owned	(Maximum points = 6 points)
Women Ownership 6 points for 75% - 100% 3 points for 51% - 74% 1 point for below 51%	(Maximum points = 6 points)
Youth Ownership 5 points for 75% - 100% 3 points for 51% - 74% 1 point for Below 51%	(Maximum points = 5 points)
Company-owned by People with disabilities 3 points	(Maximum points = 3 points)
Total	20

Note: Note: Evidence to be submitted by Service Providers: Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template), Generic entities – B-BBEE certificate (SANAS accredited) and CSD report.

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- 16.3** Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 16.4** The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

17. Bid Procedure Conditions:

17.1 Counter Conditions:

The INSETA draws the bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.

17.1.1 Award Criteria: Due Diligence Process

- 17.1.1.1** INSETA reserves the right to conduct due diligence/screen on the bidder prior to the award of a contract.
- 17.1.1.2** The due diligence/screening will be conducted based on the reference letters received from the bidder to confirm the services rendered and the standard of the bidder's performance.
- 17.1.1.3** Should such due diligence/ screening results have a negative outcome, the INSETA reserves the right not to award the bid to the subjected/recommended/highest scoring bidder.
- 17.1.1.4** The INSETA reserve a right not to award a bid to the highest scoring bidder but to award to a service provider who meet the requirement fully.
- 17.1.1.5** The due diligence method will be determined by the INSETA.
- 17.1.1.6** Non-contactable referees will lead to the failure of the due diligence process and will result in a negative outcome for the bidder.

18 Bid requirements when bidding as the following:

18.1 Consortium

- 18.1.1** A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- 18.1.2** A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.
- 18.1.3** In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to the Bid process is such that the lead partner is identified and the following requirements are required as follows:

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a) Lead Partner

- All administrative documents (consortium agreement between the lead partner and the partner)
- Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)

b) Partner

- Proof of CSD registration.
- Tax Pin.
- B-BBEE Sworn-Affidavit.
- SBD 4

18.1.4 It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

18.1.5 Of importance is that in a consortium, each individual team members retain their identities.

18.2 A joint venture

18.2.1 A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

18.3 Unincorporated joint venture:

18.3.1 All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint B-BBEE Certificate.

18.4 Incorporated joint venture:

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18.4.1 This aligned to a registered entity or company. A registered entity/ company with a consolidated B-BBEE certificate and a bank account in the name of the Joint venture. The

required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint B-BBEE Certificate.

19 COMMUNICATION

19.1 Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of BID process, between the closing date and the date of the award of the business.

All enquiries relating to this BID should be emailed **three days before the closing date.**

20 CONDITIONS TO BE OBSERVED WHEN BIDDING

20.1 The organization does not bind itself to accept the lowest or any BID, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage. No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed. The competitive shall remain open for acceptance by the Organization for a period of **120 days** from the closing date of the BID Enquiry.

INSETA reserves the right to:

- 20.2 Not evaluate and award a bid that do not comply strictly with this BID document.
- 20.3 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 20.4 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the BID shall be sought, offered or permitted.
- 20.5 Cancel this BID at any time as prescribed in the PPPFA.

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- 20.6 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the of cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

21 ANONYMOUSLY REPORTING OF FRAUD

- 21.1 Bidders are encouraged to report any incidents of • fraud • corruption • theft • misconduct or • unethical behaviour to the Vuvuzela Hotline. Contact number: 0800 119 691

22 COST OF BIDDING

- 22.1 The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF TERMS OF REFERENCE DOCUMENT