

Compulsory Returnable Documents

T.2.1 List of returnable documents

1. Returnable documents will be used for Functionality Scoring/Risk Assessment

- T2.1.A: Proof of References from previous similar contracts completed
- T2.1.B: Lead Investment Personnel
- T2.1.C: Technical Approach and Methodology
- T2.1.D: Reporting

T.2.2 List of compulsory returnable schedules

(Failure to submit/complete the below returnables will result to disqualification)

2. Returnable schedules that will be used for Risk Assessment:

- T2.2.A: Record of Addenda to Tender Documents (where applicable)
- T2.2.B: Compulsory Questionnaire (must be fully completed). ()
- T2.2.C: Resolution for signatory (must be fully completed otherwise the tender will not be considered)
- T2.2.D: Compulsory briefing meeting: Bidders would be required to confirm attendance via the chat box on Microsoft Teams at the briefing session.
- T2.2.E: Additional Particulars Concerning Tenders. (where applicable)
- T2.2.F: Preference schedule: Broad Based Black Economic Empowerment Status
- T2.2.G: Submit Copy of Business Entity Registration (Submission of CIPC Registration) relevant to Public/Private Companies and Closed Corporations. Or, Certified ID Copy/s of Registered Members (Relevant to Sole Proprietaries and Partnerships).
- T2.2.H: Central Supplier Database Registration Report (Not older than 3 months report).
- T2.2.I: Registered in terms of the Financial Advisory and Intermediary Services (FAIS) Act.
- T2.2.J: Bcom degree / Honours / MBA in Investments/Finance/Economics of lead investment consultant.
- SBD 2: Submit valid Tax Clearance Certificate and/or Tax Compliance Status Pin (Issued by SARS).
- SBD 4: Duly completed and signed Declaration of Interest
- SBD 8: Declaration of Bidders Past Supply Chain Management Practices
- SBD 9: Duly completed and signed Certificate of Independent Bid Determination.

3. Returnable schedules that will be incorporated into the contract:

Functionality Criteria:

Functionality Criteria	Weights
------------------------	---------

Company References and Experience: Provide three (3) positive contactable references (testimonials) that are not older than three years on the letterhead of the company. References letter should include the following: 1. Reference should confirm that investment portfolio is valued at above R 500 million.	Maximum 30 points
Three (3) Client References provided and verified on letterhead of the company	30
Two (2) Client References provided and verified on letterhead of the company	20
One (1) Client References provided and verified on letterhead of the company	10
Lead Investment Personnel - The bidder is to attach the CV's of the lead investment personnel reflecting years of experience.	Maximum 10 points
Ten (10) years and more = 10 points Between 6 and 10 years' experience = 8 points Between 3 and 6 years' experience = 6 points Less than 3 years' experience = 0 points (Submit CV of Contracts Manager as Proof)	10
Technical Approach and Methodology – Should be linked to the deliverables of the project.	Maximum 30 points
Initiation of project = 5 points	5
Implementation = 20 Points	20
Conclusion =5 Points	5
Liquidity - Current Ratios (Summary of the most recent audited and/or approved financial statements)	Maximum 10 points
Current ratio of 1,5:1 or better =10 Points	10
Otherwise (if low) zero points = 0 points	0
Reporting	Maximum 20 points
Submit template of investment report =20 Points The template report must include atleast the following: 1. Economic overview of the past three (3) months - 6 points 2. Performance of the financial markets for the past three (3) months – 6 points 3. Asset manager risk exposure and asset allocations – 6 points 4. Asset manager top 10 holdings – 2 points No sample report submitted =0 Points	20
Total	100

A minimum of 60 points for Functionality is required for further evaluation.

SCOPE OF WORK - Asset Investment Consulting Services

1. The Asset Consultant will be responsible for the following asset services:
 - 1.1 Drafting, formulating and ongoing review of an investment strategy for the Vaal University of Technology (VUT);

- 1.2 Advising and assisting the Finance and Infrastructure Committee in formulating an investment policy on investment performance monitoring and measurement in respect of VUT investments;
- 1.3 Determining investment objectives, identifying investment constraints and investment risks relevant to the VUT;
- 1.4 Providing guidelines for the strategic asset composition of the VUT and/or underlying investment portfolios of the VUT;
- 1.5 Advising the Finance and Infrastructure Committee on selecting investment vehicles for the short term (less than 12 months), medium term and long term investments for VUT;
- 1.6 Advising the Finance and Infrastructure Committee on selecting investment fund managers to manage the investments of the VUT;
- 1.7 Monitoring the performance of the appointed investment fund managers against the VUT investment benchmarks and targets;
- 1.8 Advising and formulating investment benchmarks and targets, where applicable, for the VUT;
- 1.9 Monitoring the investment performance and associated costs of the Investment fund managers appointed to manage the investments of the VUT;
- 1.10 Providing the Finance and Infrastructure Committee with a written quarterly report, in the format agreed upon between the Parties on the investment performance and associated costs of the VUT investments and the various investment fund managers managing those investments;
- 1.11 Attending Finance and Infrastructure Committee meetings (once a quarter) to discuss issues relevant to the VUT investment strategy, as well as to present and discuss the VUT investment performance and monitoring report.
- 1.12 When required, the Asset Consultant will assist the VUT with ad hoc investment consultancy services other than those referred to in clause to above;
- 1.13 The investment advisor must be registered in terms of the Financial Advisory and Intermediary Services (FAIS) Act.