



SOUTH AFRICAN TOURISM

Tender no SAT 191/21: Risk Services.

Notes for Bid Clarification

*“Please include a signed copy of the Addendum with the Bid submission”*

## Introduction

This Addendum with clarification notes serves to inform potential Tenderers of changes, amendments and/or clarifications made to the Bid documentation. The following queries and/or changes have been received from those that have collected documentation.

Item	Description
1	<p><b><u>Query</u></b></p> <p>Have you thought of providing an indication of approximate number of hours that this assignment will take over a period of appointment?</p> <p><b><u>Response</u></b></p> <p>See the below under point 5 on key outputs.</p>
2	<p><b><u>Query</u></b></p> <p>You mentioned this is the system that will be used for Enterprise Risk Management (ERM) implementation, do you we know yet what the system will be?</p> <p><b><u>Response</u></b></p> <p>The process is currently underway by the time we finalize the appointment we would have finalised the procurement of the enterprise risk management system, the processes are done concurrently right now.</p>
3	<p><b><u>Query</u></b></p> <p>You mentioned the implementation of ERM framework, is that developed yet or what is the clear expectation?</p> <p><b><u>Response</u></b></p> <p>That is currently in place, the policies and strategies are already in place, we just want someone from externally who will look what we have developed and if there are any gaps and try and close that.</p>
4	<p><b><u>Query</u></b></p> <p>Please advise if the below memberships are a must for the company to have, will it be sufficient if we submit with the specialist's memberships certificates only?</p> <p><b><u>Response</u></b></p> <p>We require Corporate membership not individual membership</p>
5	<p>Updates to the key outputs. We cannot quantify all activities in terms of time spent on each, however we have tried to give estimation for those activities that can be based on time spent.</p> <p><b>4.3 Key Outputs:</b></p> <p><b>4.3.1 Enterprise Risk Management:</b></p>

- Facilitate review of 12 (5 hours each for two years) operational risk registers (including, but not limited to, workshops, interviews, surveys, site visits, process walkthroughs, documentation reviews, benchmarking etc.) with Management according to SA Tourism's Risk Management Methodology and Approach;
- Facilitate the reviews, track and monitor SA Tourism's strategic risk profile on an annual basis;
- Perform data analytics to identify new, emerging and/or materialised risks;
- Use an early warning system to identify emerging risks within the tourism sector and performance of the sector domestically, regionally and internationally and determine how this impacts the tourism value chain/ eco-system and SAT Operations and plans;
- Prepare periodic (Monthly, quarterly) reports to EXCO and quarterly reports to the Audit and Risk Committee on all the activities, including risk report for the annual report; **inputs to monthly reports**
- Short and medium-term planning, co-ordination and execution of risk management activities and projects; **as and when required**
- Track, monitor, update and report on the implementation of the Risk Appetite and Tolerance Framework; and **quarterly monitoring of 4hrs x 12 Business units**
- Conduct maturity assessment and recommended improvement strategies. **8 hours annually**

#### 4.3.2 Ethics Risk Management:

- Advise employees on ethical matters;
- Implement ethics awareness and other ethics training programmes; **7 fraud and ethics awareness sessions yearly**
- Conduct Ethics Risk assessments, develop 3-year ethics strategy and implementation plan and make recommendations to SA Tourism; **12 (4hr) Fraud and Ethics risk assessments for 24 months**
- Provide regular feedback on trends and patterns to the Executive management on ethics performance and challenges; and
- Prepare periodic (Monthly, quarterly) reports to EXCO and quarterly reports to the Audit and Risk Committee on all the Ethics activities, including Ethics report for the annual report. **inputs to monthly reports**

#### 4.3.3 Fraud Risk Management:

- Review Anti-fraud and Corruption Policy and Strategy;
- Conduct annual Fraud Risk assessment;
- Monitor the monthly and quarterly implementation of the Fraud Prevention Strategy;
- Track and monitor fraud risk register in the organisation;
- Conduct reviews of high risk fraud areas in line with the results of the fraud risk assessment and the anti-fraud plan; **20 hours' yearly**

	<ul style="list-style-type: none"> <li>• Collaborate with Internal Audit to implement fraud awareness and anti-corruption measures; and</li> <li>• Prepare periodic (Monthly, quarterly) reports to EXCO and quarterly reports to the Audit and Risk Committee on all the Fraud risk management activities, including fraud report for the annual report. <b>inputs to monthly reports</b></li> </ul>
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Addendum received by the Tenderer and the contents thereof included in the Tender:

Signature(s)

..... Date .....

Name(s)

.....

Capacity

.....

.....  
(Name of organization)

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