

INTEGRA (IS – 01b)

BUDGET BREAKDOWN

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ISSUED BY: INTEGRA SCORES

CLIENT: Name of company

ISSUE DATE:

APPROVED BY: Shirlee Caffyn-Parsons (BEE Director)

1. THE PROJECT FOCUS

The focus of the project will be the undertaking and completion of:
- A Generic Broad Based BEE verification for NAME OF COMPANY.

2. YOUR OBJECTIVE

To ascertain your current Generic Broad Based BEE verification score, to enable you to communicate this formal and standardised certificate to all staff, suppliers, clients and stakeholders.

3. THE PROCESS

- | | |
|--|--------|
| 1. Supply and receive back Verification Request documentation | IS-01a |
| 2. Approval and return of all compliance documentation | IS-02 |
| 3. Supply detailed description of initial verification process | IS-02 |
| 4. Supply questionnaire and information gathering requirements to client | IS-03 |
| 5. Presentation of verification project plan and methodology | IS-03 |
| 6. Complete on-site verification audit | IS-04 |
| 7. Certification | IS-05 |
| 8. Ongoing verification | |

4. THE VERIFICATION PROJECT TEAM

Name	Company	Responsibility	Phone No.	Email
		LIST TITLE	TEL NO CELL NO	NAME@EMAIL
		LIST TITLE	TEL NO CELL NO	NAME@EMAIL
Toby Rochat	INTEGRA SCORES (PTY) LTD	VERIFICATION MANAGER	031 201 3430 076 933 1323	toby@integrascorcs.co.za
Colin Gounden	INTEGRA SCORES (PTY) LTD	SENIOR VERIFICATION ANALYST	031 201 3430 083 420 9900	colin@integrascorcs.co.za
Kekeletso Masakale	INTEGRA SCORES (PTY) LTD	JUNIOR VERIFICATION ANALYST	031 201 3430 078 394 2866	keke@integrascorcs.co.za

5. THE PROJECT BUDGET

SOLUTIONS AVAILABLE	Project Phase	Budget Allocation	Confirm <input checked="" type="checkbox"/>
B-BBEE CERTIFICATION (On-site Verification Audit and issue of certificate) <ol style="list-style-type: none"> 1. Arrange verification audit, access documents, human & other resources 2. Complete Verification Audit on-site/s 3. Preparation of Draft Verification Report 4. Signed Draft Verification Report from client or Appeal against the score 5. Issuing of Verification Certificate <p><i>(Please note that this excludes the analysis of any suppliers files that may require independent verification)</i></p>	Phase 1 (time capped at -- --hrs)	<u>R0.00</u>	<input type="checkbox"/>

INTEGRA SCORES (PTY) LTD reserves the right to amend the price quoted based on verified information of client's turnover and staff numbers

6. NOTES

All phases require a high degree of interaction between **INTEGRA SCORES** and the Measured Entity. Please build this in to your time frames. Once this Budget Breakdown has been signed, we will send you all the documentation you require to guide the process going forward.

7. MOVING FORWARD

Please sign and date this document and return it by **fax to 086 500 8922**.

- Prices are quoted EXCLUSIVE of VAT.
- Travel and disbursements not included
- A deposit of 50% of the figure quoted is due on acceptance of Budget Breakdown
- Cost estimate is valid for 28 days from the day of receipt of the Budget Breakdown.
- Should the project be cancelled after formal approval has been given, but before the 50% deposit is paid, the client is liable for a 20% cancellation fee of total contract value.
- Should the terms of contract not be exercised by the client within three months of signing the Budget Breakdown, which prevents the verification process from being undertaken, the contract will be cancelled and the 50% deposit is not refundable.
- All invoices to be paid by invoice due date.
- Should the time capped be exceeded as per this pricing, then **INTEGRA SCORES** reserves the right to continue the audit at a charge of an hourly rate.
- The Budget Breakdown has been prepared based on information provided by the Measured Entity. Should the Budget Breakdown be based on inaccurate information supplied by the Measured Entity, **INTEGRA SCORES** reserves the right to adjust the budgeted price for the project to fall in line with **INTEGRA SCORES** standard pricing structure as published on the **INTEGRA SCORES** website and updated from time-to-time.
- Any non-conformances raised by **INTEGRA SCORES** are subject to additional budget breakdowns should the non-conformance alter the budgeted and scheduled audit time.
- Signing this Budget Breakdown binds **NAME OF COMPANY** to payment terms as well as to conformance against all requirements for BEE verification and to supply fully and entirely all information that is requested to conduct the BEE verification.
- In signing this Budget Breakdown, you also sign an acknowledgement that your certificate remains the property of **INTEGRA SCORES** and that it is the right of **INTEGRA SCORES** to make this available to the public databases of ABVA and the DTI.
- This Budget Breakdown requires signing even in the case of Special Evaluations or re-audits through appeals or complaints, as a charge will be raised regardless, but should the findings indicate that the fault lies with **INTEGRA SCORES** or should the score alter, then the amount quoted will be discounted by 100% in favour of the Measured Entity.

8. BUDGET APPROVAL

Your address: _____

VAT No.: _____

Signature: _____ Name: _____ Date: ____/____/2009

“INTEGRA SCORES is committed to providing you with BEE Verification delivered with integrity which, more than anything, GIVES BUSINESS CONFIDENCE.”