



ADDENDUM

SPECIAL INVESTIGATING UNIT (SIU)

RFP: 010/10/2017

**PANEL OF EXPERTS
PROCUREMENT DOCUMENT**

22 June 2018

Issued by:

Special Investigating Unit ("UNIT")

Submission address:

74 Watermeyers street
Rentmeester Building
Meyerspark
Pretoria

Closing date: Friday 29 June 2018

Closing time: 11:00am

Item	TERMS OF REFERENCE'S CLARITY/QUESTIONS AND ANSWERS
1	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> The tender document indicates returnable envelope 2 and other supporting documents, what are other documents referred to? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> The supporting documents referred to should detail pricing and should not be limited to an hourly rate, travelling, disbursement etc.
2	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> I am qualified to bid for at least ten experts; do I need to submit proposals for each expert including its SBD documents or any other returnable documents? Will this apply even if each skill of one resource can have multiple skills or capable for other experts? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> Yes, you are required to complete each bid document of your chosen area of specialisation, it could be for ten or less, including the SBDs documents, CSD, or any other required returnable documents as per the bid document. The evaluation and award will be done independently for each expert category. Therefore, if a bidder has applied for more than one expert category, he/she is required to treat each applications an independent tender/category. For example, if a bidder has already submitted information such as a CV for expert POE 1, and the same resource/individual is capable of executing POE 2 civil engineer, the bidder is required to re-submit the CV or any other details of that same resource as if it is for the first time. Failure to submit such information irrespective of whether it looks like a duplication will disadvantage the proposals and/or resulted in none scoring.
3	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> What is the difference between Bid details/Applicable Business practice and ToR <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> Bid Details/Applicable Business Practice and ToR (Terms of Reference) are one and the same thing, they are used interchangeably in the bid document.

4	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> Please clarify on the Functionality, as I do not understand TABLE 1: Technical Evaluation (Page 17) Bullet No. 2 (A resource has produced forensic/litigation reports or testified in court) A resource has produced forensic/litigation reports and/or testified in court of law <i>(a bidder should submit valid proof which support the submission irrespective of the number of court attendance or production of forensic/litigation reports)</i> equals 10 points. Failure to provide valid proof will result in non-scoring. <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> Due to SIU operations, there will be instances where an expert will be expected to present or test the opposition expert's evidence in a court of law i.e. services like engineering. SIU may require an expert to demonstrate their experience of producing a forensic /litigation reports or instances where they have been requested to testify in court. This is an added advantage for those that have experience in such matters and this sub-criterion does not disqualify those that do not have such experience, however they will lose 10 (ten) points.
5	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> I am in the process of completing the tender documents for bid no. RFP:010/10/2017 and just want to clarify that 2 sets of documents are required, an original and a copy for evaluation as indicated on page 3 of 52? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> The tender documents refers to one original and two sets of duplicate copies of the original set to be submitted. In other words, one original and two copies of the original must be submitted.
6	<p><u>BIDDERS' QUERY</u></p> <ol style="list-style-type: none"> Which or what page is 'Part A' of the tender document? Is Annexure A and Part A. the same thing/form? Can we provide more than one reference? If we are allowed to provide more than one reference, are we allowed to make copies of the reference letter template to forward to the referee or must we recreate the template and attach as a separate schedule? <p><u>SIU's RESPONSE</u></p> <ol style="list-style-type: none"> Yes, part A and Annexure A are the same thing Yes, a bidder is allowed to submit more than one reference Yes, you are allowed to make copies of the reference template or reference

	letters
7	<p><u>BIDDERS' QUERY</u></p> <p>With regards to the Pricing Schedule, please can you clarify the following for me:</p> <ul style="list-style-type: none"> • Are pages 21 - 23 of the tender document i.e. SBD 3 the only part that needs to be submitted in terms of the pricing schedule or must we submit detailed schedules? Please can you clarify what supporting documentation needs to be submitted with the Pricing Schedule? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • No, bidders are required to complete the pricing schedule refers on page 21-23, hourly rates. • However, bidders are also required to submit other supporting documents referred to detail pricing not limited to hourly rate, travelling, disbursement etc as indicated on envelope 2, "Returnable documents"
8	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> • Our company is a professional Land Surveying Firm and we qualify to bid for both the POE 06 – Land Surveying as well as the POE 08 – Surveying Engineers bids. Should we submit two separate bid documents for each bid? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • Yes, as the proposals will be evaluated independently you are required to submit separate documents.

9	<p><u>BIDDERS' QUERY</u></p> <p>Regarding the SIU Reference letter template for the above mentioned tender, please clarify the following:</p> <ul style="list-style-type: none"> • Do you refer to the client as the referee? If so, then in some cases the Referee legal name; Client / Referee name and Company name will be the same. <i>(for example: The Department of Public Works)</i> • Some of the criteria is not applicable to quantity surveying services <i>(for example: After Sales Support and Training; Product Knowledge)</i>. Can these items be marked as not applicable? <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • The client referee name refers to the person/individual/resource who monitored the project or the contactable reference that SIU may follow up with. • Referee legal name is the company name where a bidder applying for this tender has offered service before • Yes, mark as not applicable
10	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> • Please could you clarify/confirm that this is a 2 envelope submission and that the only price required is that on Page 23 of 52 which is entitled (Pricing Schedule Template PART A and not SBD3.1). Also on this page it states that “no separate schedules are permitted” but Form SBD 1 states “Pricing Schedule(s) (SBD3.1) including detailed schedules to be attached.” • Page 17 of 52 states “SIU will consider reference letter as per below reference template AND/OR reference letter on a letterhead”. Please confirm then that we may attach client reference letters already in our possession and that it is not mandatory for us to request clients to complete the template. <p><u>SIU's RESPONSE</u></p> <ul style="list-style-type: none"> • “No separate schedules are permitted” refers that Bidders are only required to complete table 4 of pricing schedule indicating hourly rate and daily rate. However, envelope 2 (Returnable documents), requires bidders to state any other cost that may be involved i.e. transport, or any other disbursement. • Yes, you are allowed to submit client reference in your possession as long as in line with the SIU's requirements i.e. it should be older than three years.

11	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> Referee name is the name of the previous client we worked with? <p><u>SIU's RESPONDS</u></p> <ul style="list-style-type: none"> Yes
12	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> May you please clarify more on the SBD 3 section page 21. <p><u>SIU's RESPONDS</u></p> <ul style="list-style-type: none"> It is a pricing schedule
13	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> Kindly clarify of the two envelope system, looks like the same details are repeated on Page 3 of 52 of the document. Which form is supposed to be on envelop 1 and which one is supposed to be on envelop 2. <p><u>SIU's RESPONDS</u></p> <ul style="list-style-type: none"> Envelope 1, is for technical evaluation including SBDs documents and 2nd envelope is for pricing evaluation
14	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> When is the closing date of the bid RFP: 010/10/2017? <p><u>SIU's RESPONDS</u></p> <ul style="list-style-type: none"> Original Closing Date was 15 June 2018 @11h00 But It has been extended to: Amended Closing Date 29 June 2018 @11h00am
15	<p><u>BIDDERS' QUERY</u></p> <ul style="list-style-type: none"> Do we need to provide a write up of our methodology to the proposal beside what is mentioned on the Table 1 and 2. On page 17 and 18 there's the below statement, does it apply to people on the panel for civil engineers? And if not how will get the points allocated to the functionality <i>(A resource has produced forensic/litigation reports and/or testified in court of law (a bidder should submit valid proof which support the submission irrespective of the number of court attendance or production of forensic/litigation reports) equal 10 points. Failure to provide valid proof will result in non-scoring.)</i> On page 19 the statement says that the projects we have done and that we put for the proposal needs to match the TOR, but the does not have any TOR. Can you please provide it because it's not clear the tender document provided? <i>(Successfully implemented similar projects and conditions in relation to the ToR and applied area of specialization)</i>

SIU's RESPONDS

- Yes, you are required to provide your methodology/approach as per the evaluation criteria details.
- It does apply, in most cases, the expert/bidder will be expected to present or test the opposition expert in a court of law as expert witness of the SIU i.e. Engineering for that reason. SIU may require the expert to have produced forensic/litigation reports. This is an added advantage to those bidders who have produced this kind of reports or have testified in court of law. However, it is not mandatory for disqualifications but bidders who do not possess this information will forfeit ten (10) points.
- ToR (Terms of Reference) is used interchangeably with bid Details and Business sector experience

Addendum received by the Bidder and the contents thereof included in the Request for Proposal (RFP)

Signature(s)

Name(s)

Date

Capacity

(Name of organization)

“Please include a signed copy of the Addendum with the Submission”