



ADDENDUM

SPECIAL INVESTIGATING UNIT (SIU)

RFP:04/08/2022/NI

APPOINTMENT OF PANEL OF EXPERTS

QUANTITY SURVEYOR- POE.01

21 September 2022

Issued by:

Special Investigating Unit ("UNIT")

Submission address:

74 Watermeyers street
Rentmeester Building
Meyerspark

Closing date: 27 September 2022

Closing time: 11:00



QUESTIONS AND ANSWERS: TERMS OF REFERENCE'S CLARITY/QUESTIONS AND ANSWERS

No	Questions	Reference Section in the Bid Document	Page No	Answers
1.	When is the closing date of the bid RFP:04/08/2022/NI	Bid Closing date	Pg 3	1.1. Closing Date is on Tuesday, 27 September 2022 @11h00
2.	On the tender document there is a part where it says bidders mark documents as Original or Copy and later it says submit one original of the PROPOSAL and on Pricing is saying submit original and USB. Does that mean we have to submit an original and a copy of envelope 1 or we also have to include a USB for envelope 1 and envelope 2 we submit one original and USB only?	Sets Of Bid/Proposal Documents Required	Pg 4	<p>The bidders are required to submit their bids/proposals in two envelopes:</p> <p>2.1. The first envelope to be clearly marked “Proposal Section”. The first envelope holds all documents, <u>excluding</u> the SBD 3.1 and detailed supporting pricing documentation; and</p> <p>2.2. The second envelope to be clearly marked “Pricing Section”. The second envelope holds the SBD 3 and the detailed supporting pricing documentation. An electronic version of the completed Pricing Schedule must also be submitted on a USB as part of the original set of the returnable documents.</p> <p>2.3. An outer envelope encloses both (1 and 2) envelopes that have the envelope addressing as stated in this document.</p>

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				2.4. Yes, the bidder is required to submit original, copy and one USB for bid proposal and pricing schedule.
3.	Will candidates Quantity Surveyors be accepted or its strictly Professional Quantity Surveyors?	Professional Quantity Surveyor	Pg 8 & 17	3.1. No. The requirement is for Registered Quantity Surveyors.
4.	Queries and Comment for this tender are not posted on the website, Forms SBD5, SBD9, SBD6.2 are not included in the document, how do we acquire them?	Administrative Compliance	Pg 8	4.1. Consolidated enquiries and responses will be posted on 22 September 2022. 4.2. No need for SBD5, SBD9, SBD6.2 Forms
5.	In SBD 3.1 and resource requirement, the “accounts manager” what qualifications are you looking for, can a quantity surveyor with project management experience / knowledge of account management cover this or is must it be a person with financial qualification to investigate / audit accounts?	Terms of reference	Pg 15 & 17	5.1. The key personnel must be registered as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP) in terms of the Quantity Surveying Professions Act 49 of 2000. Therefore, due to nature of our Investigations, we require strictly Professional Quantity Surveyors and registered as such giving the applicable legislation. For the purpose of the evaluation the best CV(s) should be submitted and adhere to the Bid document

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6.	<p>One of the requirements for 15 points is for us to prove that we have produced forensic/litigation reports and/or testified in a court of law (a bidder should submit valid proof which support the submission irrespective of the number of court attendances or production of forensic/litigation reports)</p> <p>What evidence is needed, Forensic report are confidential, please advise what proof is required?</p>	Technical Evaluation Criteria	Pg 22	<p>6.1. Bidders must submit a <u>Client Confirmation Letter</u>, on the letter head of the client that confirms the Key Personnel has:</p> <p>6.1.1. Produced and submitted Forensic Reports.; and</p> <p>6.2. Has testified in court as an Expert Witness</p>
7.	Do we have to provide reference letters from clients for each and every Quantity Surveyor we provide or reference letters for the company will be enough?	Reference letters	Pg 26	7.1. A Bidder is required to submit contactable reference letters of the company.
8.	Under functionality do we have to submit reference letters for each and every key personnel (Quantity Surveyor) or we just submit the references letters for the company only?	Reference letters	Pg 26 & 27	8.1. A Bidder is required to submit contactable reference letters of the company.
9.	With regards to reference letters are these only for the key personnel (resources) or for both entity and resources? i.e., Page 21, Table 1, Bullet point 4, and Page 25 row 5 under "scores" the bidder is to submit 9 or more contactable reference letters; Page 26, Table 3, entity experience	Reference letters	Pg 26 & 27	9.1. A Bidder is required to submit contactable reference letters of the company

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10.	Must all reference letters be only for litigation purposes i.e., civil, and criminal reports and court testimonials or can they be for general quantity surveying services?	Reference letters	Pg 26 & 27	<p>10.1. Any legal proceeding will do. However, having reference to all three criminal/civil/disciplinary will be beneficial.</p> <p>10.2. Bidders must submit a <u>Client Confirmation Letter</u>, on the letter head of the client that confirms the Key Personnel has:</p> <p>10.2.1. Produced and submitted Forensic Reports.; and</p> <p>10.2.1 Has testified in court as an Expert Witness</p>
11.	On SBD 3.1 (Pricing Schedule) we must price for the director, does that mean one of the Directors must be a Professional Quantity Surveyor or we can bid and price even the Directors are Engineers or any other disciplines?	SBD3.1	Pg 30	11.1. Yes, you can bid even if the Directors is not a Professional Quantity Surveyor, but key personnel/ account manager should be a Professional Quantity Surveyor
12.	How many key personnel (Quantity Surveyors) are required (The pricing schedule only shows Resource/ Account manager and Resource or Key Personnel)	SBD 3.1	Pg 30 & 31	<p>12.1. The intention of this bid is to pre-qualify and appoint companies as part of a panel.</p> <p>12.2. Request for quotations will be issued only to the pre-qualified panel members (companies).</p> <p>12.3. Bidders are encouraged to propose their best Key Personnel for evaluation process only.</p> <p>12.4. The purpose of this section, the SBD 3.1 is to understand the indicative rates of the key personnel. For example, the indicative hourly and daily rates.</p>

No	<u>Questions</u>	<u>Reference Section in the Bid Document</u>	Page No	Answers
13.	<p>Please could you confirm whether the following opportunity is for national offices, or would it be for regional offices, e.g., Western Cape, Southern Cape, Garden Route, etc.</p> <p>Tender: RFP:04/08/2022/NI</p> <p>Opportunity: Appointment of Panel of Experts - Quantity Surveyor</p> <p>We cannot compete on a national basis, but would be keen to render our services in the Garden Route, Southern Cape, Karoo, Central Karoo, etc.</p>	Quantity Surveyor	N/A	<p>13.1. The intention of this bid is to pre-qualify and appoint companies as part of a panel.</p> <p>13.2. Request for quotations will be issued only to the pre-Qualified panel members (companies).</p> <p>13.3. The specific Request for quotations can be for any of the nine (9) provinces.</p> <p>13.4. No need for national footprint.</p>



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”