



ADDENDUM

SPECIAL INVESTIGATING UNIT (SIU)

RFP:05/08/2022/NI

APPOINTMENT OF PANEL OF EXPERTS

PROCUREMENT INVESTIGATIONS SPECIALIST-POE.14

21 September 2022

Issued by:

Special Investigating Unit ("UNIT")

Submission address:

74 Watermeyers street
Rentmeester Building
Meyerspark

Closing date: 30 September 2022

Closing time: 11:00



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

No	Questions	Reference Document	Page No	Answers
1.	When is the closing date of the bid RFP:05/08/2022/NI	Bid Closing date	Pg 3	1.1. Closing Date is on Friday, 30 September 2022 @11h00
2.	Do you require one original of the Proposal and Pricing Sections and another copy for Evaluation purposes, i.e. 4 documents in total, and 1 USB containing the Pricing Section in PDF?	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> <p>2.4. Yes, the bidder is required to submit original, copy and one USB for bid proposal and pricing schedule.</p>

No	Questions	Reference Document	Page No	Answers
3.	Please provide clarity - page 18 of tender document vs page 33-35 of tender document	Sbd3.1	Pg 18 Pg 33 to 35	<p>3.1. Page 18 item (c) says The SIU will consider letters as per below template and or reference letter on a client letterhead</p> <p>3.2. Page 33 of 35 says the tenderer must complete part A of this form separately for each reference submitted, therefore the tenderer must forward the SIU reference letter annexure for completion and signing to be completed by the referee.</p> <p>3.2.2. Client referee name is the person who monitored the project or the contactable reference that SIU may follow up with.</p> <p>3.2.3. Referee legal name is the company name where a bidder applying for this tender has offered service in the past years.</p>
4.	Page 19 of 53 lease detail and clarify what constitutes "valid proof" as such relates to experience in preparing reports for criminal, civil litigation and disciplinary purposes including testifying in court as an expert witness (page 20 of tender document).	Technical Evaluation Criteria	Pg 19	<p>4.1. Bidders must submit a <u>Client Confirmation Letter</u>, on the letter head of the client that confirms the Key Personnel has:</p> <p>4.1.1. Produced and submitted Forensic Reports.; and</p> <p>4.1.2. Has testified in court as an Expert Witness</p>

No	Questions	Reference Document	Page No	Answers
5.	Please confirm whether reference letters signed by clients, on the client's letterhead, will be accepted.	Reference letters	Pg 21 & 23	5.1. A bidder is required to submit contactable reference letters of the company.
6.	<p>Table 2: <u>CV / Profile of Resource / Individual / Account Manager / Key Personnel.</u></p> <p>1. Qualifications of the Reference Letters – Page 21</p> <ul style="list-style-type: none"> The client liaison only interacts with the project management team, i.e., project direct and / or project lead. As such, the client does not have direct working interaction with the investigative team, which prohibits them to provide a reference for the individual team members. <p>How do we address this requirement, given that the client in most instance do</p>	Technical Evaluation Criteria	Pg 21	<p>6.1. A bidder is required to submit contactable reference letters of the company</p> <p>6.2. CV's should contain full contactable references with contact numbers to confirm that an individual worked at a certain company/organisation</p>

No	Questions	Reference Document	Page No	Answers
	not have a working relationship with the investigation team?			
7.	On SBD 3.1 in both bid documents, it is stated that the “ <i>bidder must thus complete the below schedule and return (no separate schedules permitted)</i> ”. However, elsewhere in the bid document it is recorded that supporting pricing documents may be provided with the completed SBD 3.1 template.	SBD 3.1	Pg 26	7.1. Bidders are only required to complete table 4 of pricing schedule (SBD3.1) 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.
8.	Upon review of the requirements on the SIU Reference Letter Template, we request clarification on the following: The departments already submitted reference letters as per their format and standards. It is unsure whether the relevant departments would be available and / or willing to complete	SBD3.1	Pg 33	8.1. Page 33 of 35 says the tenderer must complete part A of this form separately for each reference submitted meaning the tenderer must forward the SIU reference letter annexure for completion and signing to be completed by the referee. 8.2. The purpose of the reference form on Page 34 of 35 is mainly for rating as the reference letter does not include the ratings of the service.

No	<u>Questions</u>	<u>Reference Document</u>	Page No	Answers
	another reference letter as set out on the template in Annexure A.			
9.	Could you kindly advise if we are expected to submit both the reference letter on the referee's letterhead using the letter template provided on page 34 to 35 of the tender document or do you want both the reference letter and the 2 pages completed by the referee.	Reference letter	Pg 34 to 35	9.1. A bidder must submit reference letters and the reference letter template completed by the referee on page 34 to 35.



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”