



ADDENDUM

SPECIAL INVESTIGATING UNIT (SIU)

RFP:06/08/2022/NI

APPOINTMENT OF PANEL OF EXPERTS

GOVERNANCE RISK AND COMPLIANCE SPECIALIST- POE.15

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:06/08/2022/NI	Bid Closing date	Pg 3	1.1. Closing Date is on Tuesday, 27 September 2022 @11h00
2.	I think the extension letter dates for POE.15 is incorrect, please check and adjust accordingly	Enquiries	Pg 6	2.1. No, the SIU has extended the closing date of the inquiries from the 14 September to the 16 September 2022 and the consolidated inquiries and responses for inquiries will be published on the 22 September 2022
3.	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) What evidence is needed, Forensic report are confidential, please advise what proof is required?	Technical Evaluation Criteria	Pg 22	3.1. Bidders must submit a <u>Client Confirmation Letter</u> , on the letter head of the client that confirms the Key Personnel has: 3.1.1. Produced and submitted Forensic Reports.; and 3.1.2. Has testified in court as an Expert Witness

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4.	As forensic reports are confidential – how must we submit experience in report writing and evidence in witness testimony in court cases and disciplinary cases	Technical Evaluation Criteria	Pg 22	<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>
5.	<p>We require clarity on the Technical Evaluation Criteria relating to Report Writing and Judicial Proceedings.</p> <p>On page 22 it is stated that: “A resource has 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) equals 15 points. Failure to provide valid proof will result in non-scoring”</p> <ol style="list-style-type: none"> 1. What proof does the SIU require to be submitted in line with the criteria? 2. What period should be included within the submitted proof? <p>It should be noted that our clients require confidentiality relating to the investigated matters and we would not be able to provide confidential information.</p>	Technical Evaluation Criteria	Pg 22	<p>5.1. Bidders must submit a <u>Client Confirmation Letter</u>, on the letter head of the client that confirms the Key Personnel has:</p> <p>5.1.1 Produced and submitted Forensic Reports.; and</p> <p>5.1.2. Has testified in court as an Expert Witness</p>

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	<p>Will the SIU accept the following proof as:</p> <ul style="list-style-type: none"> • The date of testimony or the date the forensic report was delivered, • Case number, • Confirmation from a client confirming that an individual testified in criminal/civil/disciplinary hearing and/or delivered a forensic report. 			
6.	<p>On page 22 of 58 (RFP: 06/08/2022/NI), it is recorded that, <i>“the SIU will consider reference letters as per below reference template and/or reference letters on a letterhead”</i>. However, elsewhere in the bid document it appears that the SIU will only accept references in the format of the provided template. Please may you confirm that the SIU will accept reference letters on client’s letterhead in place of the reference template</p>	Reference letters	Pg 22	<p>6.1. Bidders are allowed to submit client reference forms in your possession as long as it is in line with the SIU's requirements</p>
7.	<p>How many CV’s must one submit with each bid for evaluation purposes</p>	CV	Pg 24	<p>7.1. A minimum of one CV of the key personnel that will be evaluated for the purposes of this tender. However, note that if this resource is not available after the tender has been awarded, there must be very good reasons for it, and if the resource is not available, then the bidder must be able to replace it with a resource with at least</p>

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				the same level of experience and skill than the one provided.
8.	Please confirm that the reference letters that are required to be submitted, are the reference letters of the bidding entity and not the individual resources?	Reference letters	Pg 26	8.1. A bidder is required to submit contactable reference letters of the company (bidding entity).
9.	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. Please confirm that supporting documents may be supplied with the completed SBD 3.1 pricing schedule	SBD3.1	Pg 30	9.1. 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



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”