



**REQUEST FOR PROPOSALS: APPOINTMENT OF A PANEL OF FORENSIC INVESTIGATORS TO CONDUCT FORENSIC INVESTIGATIONS ON BEHALF OF THE NHBC FOR A PERIOD OF THREE (03) YEARS**

**RFP NO.:** NHBC 09/2021

**CLOSING DATE:** 19 JULY 2021

**TIME:** 11:00AM

**NON-COMPULSORY BRIEFING SESSION**

**DATE:** 02 JULY 2021

**TIME:** 11:00AM

**LINK FOR VIRTUAL NON-COMPULSORY BRIEFING SESSION:**

[https://teams.microsoft.com/registration/8seiP-s8Z0uuyQjRhvJqvA,yn3uhQG2gk263d1FjLiHgA,bJhaykWCbE6w5he2yMqBVA,hxc9yvD030a9oRqXFA\\_A,IbT06g2UsEqal06ur5pk1Q,6jZgc8otM0ehxNA9QEHUhw?mode=read&tenantId=3fa2c7f2-3ceb-4b67-aec9-08d186f26abc](https://teams.microsoft.com/registration/8seiP-s8Z0uuyQjRhvJqvA,yn3uhQG2gk263d1FjLiHgA,bJhaykWCbE6w5he2yMqBVA,hxc9yvD030a9oRqXFA_A,IbT06g2UsEqal06ur5pk1Q,6jZgc8otM0ehxNA9QEHUhw?mode=read&tenantId=3fa2c7f2-3ceb-4b67-aec9-08d186f26abc)

**CLICK ON THE LINK TO REGISTER. LINK CAN ALSO BE ACCESSED ON THE NHBC website: [www.nhbc.org.za/current-tenders](http://www.nhbc.org.za/current-tenders)**

# 1 TERMS AND CONDITIONS

**This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.**

**Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:**

- 1.1 The Bidder must be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that, if it is successful, it remains so registered and further ensure that the information on the CSD is up-to-date for the duration of the contract.
- 1.2 The Bidder must ensure that it is tax compliant at the time of submitting its bid in response to this RFP, and if it is successful, it remains tax compliant for the duration of the contract. In this regard, the Bidder undertakes to provide the NHBRC with a Tax Clearance Certificate issued by the South African Revenue Services ("SARS") on an annual basis, confirming that it is tax compliant.
- 1.3 The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.4 If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.5 The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.6 This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.7 A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a binding Agreement and other related transactions/documents are concluded between the NHBRC and the Preferred Bidder.
- 1.8 The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.9 Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.

- 1.10 Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.11 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.12 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to disqualify the relevant Bidder from any further participation in the Bid process. The NHBRC shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management (“SCM”) in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.
- 1.13 Briefing Session: There will be a non-compulsory briefing session. The sharing of information and clarifications of issues related to this Bid, as given by the NHBRC will form part of this Bid and responses.
- 1.14 Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.15 The NHBRC and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.16 All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.17 The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.18 The NHBRC reserves the right to accept or reject the Proposal.
- 1.19 RFP’s shall be rejected, among other reasons, where Bids are received after the closing date and time as specified in the RFP.
- 1.20 Potential service provider(s) shall be disqualified and their Bids not considered among other reasons, for any of the following specific reasons:
  - 1.20.1 If the SCM Mandatory Documents are not submitted and completed as per this RFP; and/or
  - 1.20.2 The Bid contains irregularities.
- 1.21 The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the presentation. All expenses must be borne by the bidder.
- 1.22 All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder. The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.

- 1.23 This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.24 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

## 2 BACKGROUND

### 2.1 ABOUT THE NHBRC

2.1.1 The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 (“the Act”). Section 3 of the Act provides that the objects of the NHBRC are to:

- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
- (b) regulate the home building industry;
- (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- (d) establish and to promote ethical and technical standards in the home building industry;
- (e) improve structural quality in the interests of housing consumers and the home building industry;
- (f) promote housing consumer rights and to provide housing consumer information;
- (g) communicate with and to assist home builders to register in terms of this Act;
- (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- (i) regulate insurers contemplated in section 23 (9) (a); and
- (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

### 2.2 NHBRC OFFICES

2.2.1 The NHBRC is a medium sized organization with a staff compliment of approximately 700 employees. The NHBRC’s Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices of varying size and 12 Satellite Offices which are located in the following areas:

	<b>NHBRC OFFICE LOCATIONS</b>	<b>#</b>	<b>NHBRC OFFICE LOCATIONS</b>
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Bela Bela) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mafikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberly) - Provincial	22	Gauteng (Pretoria) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

### **3 INTRODUCTION**

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organisational scorecard.

#### **VISION**

To be the Champion of the Housing Consumers.

#### **MISSION**

To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

#### **MOTTO**

Assuring Quality Homes.

#### **STRATEGY OF NHBRC**

The strategy of the NHBRC is based on the following pillars:

- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

### **4 PURPOSE**

4.1 The main objective of the bid is to appoint suitably qualified Forensic Investigation firms into its Panel of Forensic Investigators to assist the Forensic Unit with outsourced, co-sourced forensic investigation services and/or secondment of resources nationally, as and when required, for a period of three (3) years.

## 5 BUSINESS OBJECTIVES

- 5.1 The NHBRC is a statutory body established in terms of the Housing Consumer Protection Measures Act (HCPMA – Act 95 of 1998 as amended). The NHBRC is mandated to provide protection to housing consumers against defined defects and to regulate the home building industry.
- 5.2 The Government granted the NHBRC exclusive rights to offer housing consumers a five-year standard home warranty against major structural defects throughout the Republic of South Africa
- 5.3 The NHBRC is in the business of registering homebuilders on its database and to enroll new homes in order to provide protection against structural defects in terms of the HCPMA.
- 5.4 In the absence of the registered Home Builder that enrolled the property for warranty cover, the NHBRC is mandated to rectify major structural distress reported within 5 years following first occupation and will fix roof leaks that manifest within the first 12 months following occupation.
- 5.5 The appointment of suitably qualified and experienced service providers to conduct forensic investigation services will enhance the NHBRC's capacity to achieve its business objectives.

## 6 SCOPE OF WORK

- 6.1 The NHBRC intends to appoint qualified Forensic Investigation firms to a Panel of Forensic Investigators. This is to assist the Forensic Unit with outsourced, co-sourced forensic investigation services and/or secondment of resources nationally as and when required for a period of three (3) years.
- 6.2 The forensic investigation services required by the NHBRC are grouped into six (6) categories. Bidders will be appointed per category and bidders are required to indicate which categories they are bidding for as indicated on the list below:

<u>Category</u>	<u>Field of appointment</u>	<u>Indicate which category you are bidding for (x)</u>
Category 1	Forensic Investigation and Forensic Auditing and Accounting	
Category 2	Computer Forensics and Cybercrime Investigations	
Category 3	Forensics data imaging and investigation	
Category 4	Data analytics	
Category 5	Accounting litigation support	
Category 6	Tracing of individuals and entities	

- 6.3 The detailed Scope of Work will be issued per project as and when the forensic investigation services are required.
- 6.4 Skills transfer to the NHBRC Forensic Unit employees may be required on co-sourced investigations.

6.5 On completion of the investigation, the bidder shall provide the NHBRC with the following, among other deliverables that will be stipulated in each Scope of Work issued:

- A representation letter confirming that no work other than the mandated forensic investigation was performed and that no circumstances or events have arisen since the appointment that could impair the independence of the bidder.
- A copy of the forensic investigation file must include the following:
  - A hard copy and an electronic copy of the final signed forensic investigation report;
  - The overall conclusion summary;
  - Recommendations on the findings;
  - Comments by management; and
  - Any other related information as supporting annexures, including statements from witnesses.
- The above list is not exhaustive and may change according to the assignment requirements.

## 6.6 Responsibilities of bidders

6.6.1 Conduct forensic investigations as per NHBRC requirements;

6.6.2 Refer a matter back to NHBRC if after completion of a preliminary assessment it is found that no investigation is required;

6.6.3 Use appropriate tools and techniques to extract and interrogate data;

6.6.4 Safeguard evidence gathered or confiscated during the investigation;

6.6.5 Report on a regular basis to the Risk Division on progress made, delays experienced and significant trends identified;

6.6.6 Identify internal control weaknesses identified;

6.6.7 Communicate risks identified during investigations; and

6.6.8 Advise the NHBRC on matters relating to fraud, corruption and any other unethical conduct.

## 6.7 Scope exclusions

6.7.1 The scope of the forensic investigation services excludes the provision and management of the whistleblowing hotline service.

## 6.8 ESSENTIAL REQUIREMENTS :

### 6.8.1 AFFILIATION TO PROFESSIONAL BODIES

The bidders must ensure full compliance in respect of the following requirements:

**Bidders must have valid membership with at least one of the following professional bodies:**

1. Certified Fraud Examiners (CFE) or registered as Forensic Practitioners (ICFP) SA, or
2. Cyber Fraud Specialists – Certified Information Systems Auditors(CISA), or
3. Certified Information Systems Security Professional (CISSP), or
4. Certified Data Analysts (ACDA) with a proven track record of the use of audit analytical software such as for example (ACL and/or IDEA); or
5. Accountants – South African Institute of Chartered Accountants (SAICA), or
6. Association of Chartered Certified Accountants (ACCA); or
7. Auditors – Institute of Internal Auditors South Africa (IIA); or
8. Independent Regulatory Board for Auditors (IRBA) or
9. South African Institute of Professional Accountants (SAIPA).

#### **Professional Registration Requirements:**

The project leader must be registered and qualified as one of the following:

1. Certified Fraud Examiners (CFE) or registered as Forensic Practitioners (ICFP) SA, or
  2. Cyber Fraud Specialists – Certified Information Systems Auditors(CISA), or
  3. Certified Information Systems Security Professional (CISSP), or
  4. Certified Data Analysts (ACDA) with a proven track record of the use of audit analytical software such as for example (ACL and/or IDEA); or
  5. Accountants – South African Institute of Chartered Accountants (SAICA), or
  6. Association of Chartered Certified Accountants (ACCA); or
  7. Auditors – Institute of Internal Auditors South Africa (IIA); or
  8. Independent Regulatory Board for Auditors (IRBA) or
  9. South African Institute of Professional Accountants (SAIPA).
- In addition to the above membership affiliation requirement, **certified copy or copies of proof of affiliation and certification with the relevant professional body must be provided and must be included with the bid submission. (Certified copies must not be older than six (6) months)**
  - At the start of the investigation, the NHBRC reserves the right to request valid membership with the relevant professional body.



## 6.8.2 CODE OF PROFESSIONAL ETHICS

The forensic service provider is expected to apply and uphold the following guiding principles:

1. **Professionalism and Diligence:** A service provider shall, at all times, demonstrate a commitment to professionalism and diligence in the performance of his or her duties.
2. **Legal & Ethical:** A service provider shall not engage in any illegal or unethical conduct or any activity which would constitute a conflict of interest.
3. **Integrity:** A service provider shall, at all times, exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is reasonable expectations that the assignment will be completed with professional competence.
4. **Objectivity:** A service provider shall comply with lawful orders of the courts and will testify to matters truthfully and without bias or prejudice.

### **Note 1:**

A bidder must be able to bid for appointment in an entire Category, for example, should a Bidder, bid for Category 1 service, then they must be able to conduct forensic investigations in all the fields listed in Category 1.

### **Note 2:**

A bidder must submit a technical proposal for each category that they are bidding for on a separate sheet as per the category list above.

### **Note 3:**

Service Provider refers to organisations, companies, trusts or sole proprietors.

## **7 DURATION**

7.1 The service provider and NHBRC will enter into a three (03) years SLA on an effective date to be determined by the parties.

## **8 SERVICE PROVIDER RESPONSIBILITIES**

8.1 As part of the service expectation the following key elements will be required to be addressed:

- NHBRC working hours are from 8h30 to 16h30, the service provider will be required to work eight (8) hours a day.
- Service provider may be required to travel to other NHBRC regional offices if required.
- Service provider will be expected to provide high quality work.
- Service provider will be expected to deliver assigned tasks and daily duties as per the agreed time frames.
- Propose other cost effective methods of conducting forensic investigations on behalf of the NHBRC.

## 9 FUNCTIONAL EVALUATION CRITERIA

9.1 The evaluation of the functional/ technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
1. Number of years of conducting forensic investigations	Five (5) years the company has been conducting forensic investigations. Company profile must clearly indicate the number of years in business conducting forensic investigations.
2. Client references	Five (5) contactable references where forensic investigation projects were successfully completed.
3. Qualification	Bidders must provide qualifications of the team that are relevant to conducting forensic investigations.

## 10 ELIMINATION CRITERIA

10.1 Proposals that do not meet the stipulated conditions of the NHBRC will be eliminated.

## 11 REPORTING

11.1 The report format will be agreed upon between the service provider and NHBRC the Chief Risk Officer.

11.2 The service provider shall provide monthly, quarterly, and annual reports to the Chief Risk Officer.

## 12 TRACK RECORD

12.1 A complete list of the five (5) most recent projects that were successfully completed forensic investigations signed off by the accounting officer or his/her delegated is required.

## 13 TECHNICAL DATA TO BE SUBMITTED BY BIDDER

### 13.1 General Information

13.1.1 The NHBRC requires the Goods or Services of interested and competent Service Providers (organisations, companies, trusts or sole proprietors) that are experienced in forensic investigations and are expected to provide proof of expertise.

### 13.2 Requisites of the Service Provider:

13.2.1 A detailed proposal:

- Understanding of terms of reference.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Quality Assurance measures (process and control).
- Summary of projects executed and completed.

**13.3 Documents to be submitted:**

13.3.1 The most recent five (5) similar projects the bidder has completed. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

Name of project:

  

Name of Client:

Client Contact Details

Contact person:

Role in Project:

Contact Tel No:

Contact Cell:

  

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project (maximum 200 words).

  

**Note: Please attach a reference letter from the client indicating successful completion of the project as per the client’s brief.(Excluding the NHBC)**

**13.4 Expertise and experience of key personnel**

13.4.1 The successful service provider will be required to provide the expertise, qualifications and experience to successfully conducting forensic investigations.

13.4.2 Suitably qualified and experienced technical personnel must be assigned to this project.

Please complete a summary detail of the main Project Team in the format shown below:

NO	PROJECTS COMPLETED IN THE LAST FIVE (5) YEARS					
	Full Name	Role in Project	Current Academic Qualifications	Key Area of Specialization	Years of Experience in the industry	Professional Registration
1.						
2.						
3.						
4.						
5.						

\*Please attach recently certified copies of academic qualifications, not older than six (6) months.

**Note**, in addition please provide the following:

- CV for each of the project team members highlighting specific and relevant qualifications and experience.
- Key personnel may only be replaced by the personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBRC.

**14 TECHNICAL AND PRICE EVALUATION CRITERIA**

14.1 In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in two (2) stages namely:

- 14.1.1 Stage 1: Compliance check of Mandatory Requirements;
- 14.1.2 Stage 2: Functional Evaluation Criteria.

**14.2 Stage 1: Compliance check of Mandatory Requirements**

14.2.1 In order to be considered each service provider is required to submit the following mandatory documentation:

**All mandatory documents as per the SCM Mandatory Checklist in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBC reserves its rights to take appropriate legal action.**

<b>DOCUMENTS TO BE SUBMITTED</b>			
No.		Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.	Yes/No
1.		Valid B-BBEE Status Level or Certified Copy/Sworn affidavit signed by the Commissioner of Oaths	
2.	X	SBD1 Invitation to bid make sure it is completed and signed	
3.	X	SBD 4 Declaration of interest <b>Must</b> be fully completed and signed.	
4.	X	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
5.	X	SBD 8 Declaration of Bidder's past supply chain management practices <b>Must</b> be fully completed and signed.	
6.	X	SBD 9 Certificate of independent bid determination <b>Must</b> be fully completed and signed.	
7.		CSD/Central Supplier Database supplier number Report	
8.		General Conditions of the contract (GCC).	
9.	X	<p>The Sole Proprietor, Director or Partner must have valid membership with <b>at least one of</b> the following institutes:</p> <ul style="list-style-type: none"> <li>• Association of Certified Fraud Examiners (ACFE); or</li> <li>• Institute of Commercial Forensic Practitioners (ICFP); or</li> <li>• Institute of Internal Auditors (IIA); or</li> <li>• South African Institute of Chartered Accountants (SAICA); or</li> <li>• Information Systems Audit and Control Association (ISACA) or</li> <li>• Association of Chartered Certified Accountants (ACCA); or</li> <li>• South African Institute of Professional Accountants (SAIPA) or</li> <li>• Institute of Risk Management South Africa (IRMSA)</li> </ul> <p><b>Please provide a copy of the applicable letter/certificate from the applicable Institutes confirming the validity of membership. The letter must be on the institution letterhead.</b></p>	

	<p><b>Professional Registration Requirements:</b></p> <p>The project leader that will be tasked with conducting investigations on behalf of the NHBRC must be registered and qualified as <b>at least one</b> of the following:</p> <ul style="list-style-type: none"> <li>• Certified Fraud Examiners (CFE) or registered as Forensic Practitioners (FP) SA.</li> <li>• Cyber Fraud Specialists – Certified Information Systems Auditors (CISA), Certified Information Systems Security Professional (CISSP)</li> <li>• Certified Data Analysts (ACDA) with a proven track record of the use of audit analytical software such as for example (ACL and/or IDEA).</li> <li>• Accountants – South African Institute of Chartered Accountants (SAICA), Association of Chartered Certified Accountants (ACCA).</li> <li>• Auditors – Institute of Internal Auditors South Africa</li> </ul> <p>In addition to the above membership affiliation required, <b>certified copy or copies of proof of affiliation and certification with the relevant professional body must be provided and must be included with the bid submission. (Certified copies must not be older than six (6) months.</b></p>	
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**NOTE: FAILURE TO MEET ANY OF THE MANDATORY REQUIREMENTS ABOVE WILL LEAD THE BIDDER TO BE DISQUALIFIED**

**Stage 2: Functionality in terms of the set technical evaluation criteria**

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which failed to comply with all the requirements of Stage 1 will be invalidated or disqualified from the process.

The Bidders information will be scored according to the following points systems:

The following values and formulae will be applicable when evaluating the bid

**Member score for criteria**

$$\text{X Weight per criteria} = \text{Total Score per criteria}$$

**Highest points for criteria**

The following values will be applicable when evaluating the bid

**5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance**

No.	Evaluation Criteria	Description	Weight %
1	<b>Number of years conducting forensic investigations</b>	<p>At least (5) years' experience that the Service Provider (organisations, companies, trusts or sole proprietors) has been conducting forensic investigations in the fields listed in each category that the bidder is bidding for.</p> <p>Please provide proof of experience of the company in conducting forensic investigations in a table format on the spreadsheet provided detailing the following:</p> <ul style="list-style-type: none"> <li>• The name of the company where similar services were rendered;</li> <li>• Duration of the contract;</li> <li>• Contact person; and</li> <li>• Contact details.</li> </ul> <p><b>Bidders Experience</b></p> <p>0 Years' Experience = 0 Points            1 Years' Experience = 1 Point            2 Years' Experience = 2 Points            3 Years' Experience = 3 Points            4 Years' Experience = 4 Points            5 Years' or more Experience = 5 Points</p>	<b>10</b>
2	<b>Client Reference</b>	<p>The service provider must provide five (5) positive written contactable references indicating the similar services rendered, supported by appointment letter.</p> <p>The reference letters from the clients of a bidder must include:</p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company letterhead</li> <li>• Contact person and contact telephone numbers</li> <li>• The letter must be signed by a duly authorised person</li> </ul> <p><b>Bidders Reference Letters</b></p> <p>0 reference letter= 0 Points            1 reference letter = 1 Point</p>	<b>35</b>

No.	Evaluation Criteria	Description	Weight %
		2 reference letters = 2 Points 3 reference letters = 3 Points 4 reference letters = 4 Points 5 reference letters or more = 5 Points  <b>Points will be allocated on submission of completion certificates or completion letter from the client per project</b> <i>The NHBRC reserves the right to verify the validity of the document submitted.</i>	
3	<b>Qualifications</b>	The Service Provider must be registered and qualified as one of the following: <ol style="list-style-type: none"> <li>a. Certified Fraud Examiners (CFE) or registered as Forensic Practitioners (ICFP) SA, or</li> <li>b. Cyber Fraud Specialists – Certified Information Systems Auditors (CISA), or</li> <li>c. Certified Information Systems Security Professional (CISSP), or</li> <li>d. Certified Data Analysts (ACDA) with a proven track record of the use of audit analytical software such as for example (ACL and/or IDEA); or</li> <li>e. Accountants – South African Institute of Chartered Accountants (SAICA), or</li> <li>f. Association of Chartered Certified Accountants (ACCA); or</li> <li>g. Auditors – Institute of Internal Auditors South Africa (IIA); or</li> <li>h. South African Institute of Professional Accountants (SAIPA).</li> </ol> <b>Scoring</b> <ol style="list-style-type: none"> <li>1. No qualification and valid registrations submitted = 0 Points</li> <li>2. Qualification(s) and valid registrations submitted (1 or more) listed above = 5 Points</li> </ol>	<b>55</b>

**NB: Technical Assessments' minimal acceptable requirements on Functionality is 60 Points or greater.**

**TOTAL SCORE = 100**

**After considering the functional criteria, a bidder is considered to have passed Stage 2 (Functional Requirements) if the TOTAL score is equal to, or greater than 60 points**

All the bidders scoring the minimum threshold 60 points on technical evaluation will be listed on the NHBRC Panel of Forensic Investigators and be rotated fairly as per the Auditors General rates.



**THE PRICE WILL BE DETERMINED USING THE AUDITOR GENERAL'S RATES AS A GUIDELINE AT THE TIME OF THE PROJECT.**

**TRAVEL AND DISBURSEMENTS WILL BE IN LINE WITH TREASURY INSTRUCTION 02 OF 2016/ 2017.**

**BIDDERS WILL BE REIMBURSED FROM THE NEAREST NHBC PROVINCIAL OR SATELITE OFFICE.**

## **15 RFP SUBMISSION INSTRUCTIONS**

15.1 All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the **NHBC HEAD OFFICE: 27 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG**

## **16 AVAILABILITY OF THE RFP DOCUMENT**

16.1 Bid documents can be downloaded on the NHBC Website ([www.nhbc.org.za/current-tenders](http://www.nhbc.org.za/current-tenders)) from the **27 June 2021**.

16.2 There will be a **non-compulsory briefing session** that will be held on the **02 July 2021 at 11h00**.

16.3 Link for virtual non-compulsory briefing session, click on the link below to register;

[https://teams.microsoft.com/registration/8seiP-s8Z0uuyQjRhvJqvA,yn3uhQG2gk263d1FjLiHgA,bJhaykWCbE6w5he2yMqBVA,hxc9yvD030a9oRqXFA\\_A,lbT06g2UsEqa1o6ur5pk1Q,6jZgc8otM0ehxNA9QEHUhw?mode=read&tenantId=3fa2c7f2-3ceb-4b67-aec9-08d186f26abc](https://teams.microsoft.com/registration/8seiP-s8Z0uuyQjRhvJqvA,yn3uhQG2gk263d1FjLiHgA,bJhaykWCbE6w5he2yMqBVA,hxc9yvD030a9oRqXFA_A,lbT06g2UsEqa1o6ur5pk1Q,6jZgc8otM0ehxNA9QEHUhw?mode=read&tenantId=3fa2c7f2-3ceb-4b67-aec9-08d186f26abc)

16.4 Link can also be **Accessed on the NHBC website:** [www.nhbc.org.za/current-tenders](http://www.nhbc.org.za/current-tenders)

## **17 RFP CLOSING DATE**

17.1 Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBC National Office, 27 Leeuwkop Road, Sunninghill on or before the **19 July 2021 at 11h00**. No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope and clearly marked (Copy or Original) with the bid number and the full name of the service provider(s).

17.2 No late submissions will be accepted.

## **18 VALIDITY PERIOD OF BIDS**

18.1 All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

## 19 ENQUIRIES SHOULD BE DIRECTED TO BOTH:

19.1 The administrative enquiries may be directed to:

**Department:** Supply Chain Management

**Contact Person:** Ms.Paballo Relela, Mr.Bernard Kekana

**E-mail address:** [Tenders@nhbrc.org.za](mailto:Tenders@nhbrc.org.za)

## 20 SUBMISSIONS OF PROPOSALS

20.1 Submission of bid MUST include **one** (1) original and **three** (3) copies of the proposals in a clearly marked **(Copy or Original)** envelope and deposited into the Bid box.

20.2 All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.