



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

**RFP NO.: NHBRc 10/2025**

**CLOSING DATE, VENUE AND TIME: REFER TO PAGE 19 OF THIS DOCUMENT.**

**BRIEFING SESSION**

**BIDDERS MUST TAKE NOTE THAT THERE WILL BE A NON-COMPULSORY BRIEFING SESSION**

**DATE: 08 DECEMBER 2025**

**VENUE: NHBRc HEAD OFFICE:  
27 LEEUWKOP ROAD  
SUNNINGHILL  
JOHANNESBURG**

**TIME: 11:00AM**

**NB: PLEASE INDICATE WHICH PROVINCE YOU ARE BIDDING FOR:**

**PROVINCE: \_\_\_\_\_**

**NAME OF BIDDER: \_\_\_\_\_**

## 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, 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 are not 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 RFPs 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 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 provide housing consumer information;
- (g) communicate with and 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	Northwest (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) – Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Modimolle) - Satellite
6	Northwest (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	Northwest (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 the NHBRC Panel of Forensic Investigators to assist the Forensic Unit with outsourced forensic investigation services and nationally, as and when required, for a period of three (03) 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 enrol 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.
- 5.6 The terms of reference it may be affected by the implementation of the new ACT

## **6 SCOPE OF WORK**

- 6.1 The NHBRC intends to appoint qualified Forensic Investigation firms to the NHBRC Panel of Forensic Investigators. This is to assist the Forensic Unit with outsourced forensic investigation services and/or of resources nationally as and when required for a period of three (03) years.
- 6.2 The forensic investigation services required by the NHBRC are grouped into six (06) 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:
- 6.3 The bidder may outsource any category of work on pre-approval by the NHBRC

<u>Category</u>	<u>Field of appointment</u>	<u>Relevant Professional Body</u>	<u>Indicate which category you are bidding for (x)</u>
Category 1	Forensic Investigation and Forensic Auditing and Accounting	ACFE , ICFP, SAICA, SAIPA,IRBA,IIA or similar	
Category 2	Computer Forensics and Cybercrime Investigations	CISSP or similar	
Category 3	Forensics data imaging and investigation	CISA or similar	
Category 4	Data analytics	ACDA or similar	
Category 5	Accounting litigation support	Admitted Attorney/Advocate	
Category 6	Tracing of individuals and entities	ACFE,ICFP or similar	

- 6.4 The detailed Scope of Work will be issued per project as and when the forensic investigation services are required.
- 6.5 Skills transfer to the NHBRC Forensic Unit employees may be required on co-sourced investigations.
- 6.6 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:
- 6.6.1 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.
- 6.6.2 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.

6.6.3 The above list is not exhaustive and may change according to the assignment requirements.

## 6.7 Responsibilities of bidders

- 6.7.1 Conduct forensic investigations as per the NHBRC-approved investigation manual.
- 6.7.2 Refer a matter back to NHBRC if after completion of a preliminary assessment it is found that no investigation is required.
- 6.7.3 Use appropriate tools and techniques to extract and interrogate data.
- 6.7.4 Safeguard evidence gathered or confiscated during the investigation.
- 6.7.5 Report on a regular basis to the Risk Division on progress made, delays experienced and significant trends identified.
- 6.7.6 Identify internal control weaknesses.
- 6.7.7 Communicate risks identified during investigations; and
- 6.7.8 Advise the NHBRC on matters relating to fraud, corruption, and any other unethical conduct.

## 6.8 Scope exclusions

- 6.8.1 The scope of the forensic investigation services excludes the provision and management of the whistleblowing hotline service

## 6.9 MEMBERSHIP WITH PROFESSIONAL BODIES

- 6.9.1.1 The bidders must ensure full compliance in respect of the following requirements:
- 6.9.1.2 **Bidders must have a valid membership with at least one of the following professional bodies:**
  1. Association of Certified Fraud Examiners (ACFE) or Institute of Commercial Forensics 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).

6.9.1.3 **Professional Registration Requirements:**

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

1. Certified Fraud Examiners (CFE) or registered as Forensic Practitioners (FP) 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).

6.9.1.5 **Please provide certified copy of proof of membership certificates with the relevant professional body (Certified copy must not be older than six (6) months)**

6.9.1.6 At the start of the investigation, the NHBRC reserves the right to request valid membership with the relevant professional body.

6.9.1.7 NHBRC has the right to verify the submitted membership and professional certification documents.

6.9.2 **CODE OF PROFESSIONAL ETHICS**

6.9.2.1 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.
5. The NHBRC reserves the right to report any non-compliance with the code of professional ethics to the relevant professional body or take appropriate action where necessary

6.10 **PANEL UTILISATION GUIDELINES**

6.10.1.1 The selection of service providers from the panel for the RFP process will be on a rotational basis or guided be the specific service required.

6.10.1.2 The contracting of service providers for specific work assignments will be facilitated by the NHBRC Risk Department



- 6.10.1.3 There is no guarantee that a service provider on the panel will be contracted for specific work assignments during the tenure of this contract
- 6.10.1.4 Assignments will be structured as work packages that clearly define the scope and objective of the work, proposed timeframes, qualifying criteria, qualification requirements, expected duration (hours), and expected deliverables, amongst others
- 6.10.1.5 Firms that have qualified and have been appointed to the panel of forensic investigations for the respective type of services will be approached and requested to provide a quotation
- 6.10.1.6 The NHBRC reserves the right to allocate work packages to more than one expert, depending on the nature of the assignment.
- 6.10.1.7 The assignment will be managed by the respective project leaders with the NHBRC Risk Management department

## 6.10.2 SOURCING PROCESS

- 6.10.2.1 The NHBRC will firstly identify a need and secure resources for the opportunity funding, and work is not a guarantee across the three (03) years of the contract.
- 6.10.2.2 When the NHBRC is in need of a specific professional service to be rendered, a Request for Quotation (RFQ) will be issued to those firms on the panel who indicated expertise in that specific work areas.
- 6.10.2.3 Bidders will be appointed per category they have indicated in section 6
- 6.10.2.4 The hourly rates must be equal or less than the fees stated in the framework contract.
- 6.10.2.5 The resources indicated in the RFQ will be interviewed to suitably and determination of capability to assist the NHBRC.
- 6.10.2.6 The RFQ received will be evaluated based on the 80/20 (BBBEE score and price), depending on the anticipation value of the work package.
- 6.10.2.7 NHBRC reserves the right to negotiate hours charges submitted by the bidders
- 6.10.2.8 An instruction to perform the work and an order is then issued to the bidder as per the panel list.

### **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.

<b>7 DURATION</b>
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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.

<b>8 SERVICE PROVIDER RESPONSIBILITIES</b>
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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 must avail themselves as and when required by the NHBRC during the execution of the contract
- The service provider may be required to travel to other NHBRC regional offices as and when required.
- The service provider will be expected to provide high quality work.
- The 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.

<b>9 FUNCTIONAL EVALUATION CRITERIA</b>
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9.1 The evaluation of the functional/ technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
<b>1. Bidder's years of experience in conducting forensic investigations</b>	The Service Provider MUST demonstrate experience in conducting forensic investigation services A company profile should be provided, highlighting relevant projects illustrating the service provider's expertise in these areas. The profile must indicate that the company has experience in conducting forensic investigations listed in section 6
<b>2. Client references</b>	The Service Provider MUST provide verifiable written reference letters from clients, confirming the successful rendering of forensic investigation services. These references MUST specifically relate to projects where such services were successfully implemented and completed
<b>3. Professional Certification of the project lead</b>	Bidders must provide professional certification of the project lead who will be assigned to conduct 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 projects that were successfully completed in forensic investigation, which have been 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 bidder must submit a summary of the projects that the bidder has completed from 2018 to date in the format presented below: (Input below **MUST** correspond with References letters submitted from their clients.)

Name of Project	Project Description	Project Period (Start date – End date)	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 NHBRC)

#### 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 detailed summary of the main Project Team in the format shown below:**

NO	PROJECTS COMPLETED IN THE LAST FIVE (5) YEARS					Professional Registration
	Full Name	Role in Project	Current Academic Qualifications	Key Area of Specialization	Years of Experience in the industry	
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 (02) 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 Bid Requirements

DOCUMENTS TO BE SUBMITTED		
No.	Bidders shall take note of the following bid requirements	Yes/No
1	<p>The Sole Proprietor, Director or Partner <b>must</b> have a valid membership with <b>at least one</b> of 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>Failure to submit one of the above-listed valid memberships will lead to disqualification (Mandatory)</b></p>	
THE BELOW ARE ADDITIONAL DOCUMENTS, BUT NOT FOR DISQUALIFICATION		
2.	SBD1 Invitation to bid make sure it is completed and signed	
3.	SBD 4 Declaration of interest should be fully completed and signed.	
4.	SBD 6.1 Preference claim form should be completed and signed, regardless if points are claimed or not.	
5.	Bidder should submit CSD (Central Supplier Database) Report/ MAAA Number	
6.	General Conditions of the contract (GCC).	

**Note: NHBRC will be using General Conditions Contract (GCC) as issued by National Treasury and SLA for the management of the contract**

**NOTE: FAILURE TO MEET ANY OF THE MANDATORY REQUIREMENTS ABOVE WILL LEAD TO THE BIDDER BEING 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**

**X Weight per criteria = 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>Bidders' years of conducting forensic investigations</b>	<p>The Service Provider MUST demonstrate experience in conducting forensic investigation services. A company profile should be provided, highlighting relevant projects illustrating the service provider's expertise in the fields listed in each category that the bidder is bidding for as per the table in section 6.</p> <p><b>Please provide proof of experience of the company in conducting forensic investigations in a table format.</b></p> <p><b>The profile must indicate that the company has experience in conducting forensic investigations listed in section 6</b></p> <p><b>Bidders Experience</b></p> <ul style="list-style-type: none"> <li>• 0 Years' Experience = <b>0 Points</b></li> <li>• 1 Years' Experience = <b>1 Point</b></li> <li>• 2 Years' Experience = <b>2 Points</b></li> <li>• 3 Years' Experience = <b>3 Points</b></li> <li>• 4 Years' Experience = <b>4 Points</b></li> <li>• 5 Years' or more Experience = <b>5 Points</b></li> </ul>	<b>10 Points</b>
2	<b>Client Reference</b>	<p>The Service Provider MUST provide verifiable written reference letters from clients, confirming the successful rendering of forensic investigation services. These references MUST specifically relate to projects where such services were successfully implemented and completed</p>	<b>35 Points</b>

No.	Evaluation Criteria	Description	Weight %
		<p><b>The reference letters from the clients of a bidder must include the following:</b></p> <ol style="list-style-type: none"> <li>1. Company Name</li> <li>2. Company Letterhead</li> <li>3. Contact Person and contact telephone numbers</li> <li>4. Project Start Date</li> <li>5. Project Completion Date</li> <li>6. The reference letter must be for work done from 2018 to date</li> <li>7. The letter must be signed by a duly authorised person</li> </ol> <p><b>Bidders Reference Letters</b></p> <ul style="list-style-type: none"> <li>• 0 reference letter= <b>0 Points</b></li> <li>• 1 reference letter = <b>1 Point</b></li> <li>• 2 reference letters = <b>2 Points</b></li> <li>• reference letters = <b>3 Points</b></li> <li>• reference letters = <b>4 Points</b></li> <li>• 5 reference letters or more = <b>5 Points</b></li> </ul> <p><b>NB: Bidders must take note that the NHBRC reference letter will not be considered, reference letter must be from different companies, and appointment letters that are in progress will not be considered</b></p> <p><b><i>The NHBRC reserves the right to verify the validity of the document submitted.</i></b></p>	
3	<b>Professional Certification of the project lead</b>	<p>Bidders must provide professional certification of the project lead who will be assigned to conduct forensic investigations.</p> <p><b>The project lead must be registered and qualified as one of the following:</b></p> <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> </ol>	<b>55 Points</b>

No.	Evaluation Criteria	Description	Weight %
		<p>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</p> <p>e. Accountants – South African Institute of Chartered Accountants (SAICA), or</p> <p>f. Association of Chartered Certified Accountants (ACCA); or</p> <p>g. Auditors – Institute of Internal Auditors South Africa (IIA); or</p> <p>h. South African Institute of Professional Accountants (SAIPA).</p> <p><b>Please provide certified copy with the relevant professional body (Certified copy must not be older than six (6) months)</b></p> <p><b><u>Scoring Allocation</u></b></p> <ol style="list-style-type: none"> <li>1. Bidder fails to submit one of the above-listed certified copy of certifications of the project lead = <b>0 Points</b></li> <li>2. Bidder submitted one of the above-listed certified copy of certifications of the project lead and more = <b>5 Points</b></li> </ol>	

**Stage 2: Functional Evaluation: The minimum threshold for functionality is 80 points or greater out of 100 points. Bidders who fail to meet the minimum threshold will be disqualified. All the bidders scoring the minimum threshold of 80 points or more on technical evaluation will be listed on the NHBRC Panel of Forensic Investigators and will 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 NHBRC 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 **NHBRC OFFICES REFER TO PAGE 19 OF THIS DOCUMENT FOR NHBRC BUSINESS ADDRESS**

## 16 AVAILABILITY OF THE RFP DOCUMENT

- 16.1 Bid documents can be downloaded on the NHBRC Website ([www.nhbrc.org.za/current-tenders](http://www.nhbrc.org.za/current-tenders)) from the **01 December 2025**
- 16.2 There will be a **non-compulsory briefing session** that will be held on **08 December 2025 at 11h00**.
- 16.3 Venue for non-compulsory briefing session: **NHBRC HEAD OFFICE:  
27 LEEUWKOP ROAD,  
SUNNINGHILL,  
JOHANNESBURG**

## 17 RFP CLOSING DATE

- 17.1 Bid documents should be marked for Attention: Supply Chain Manager and deposited into the Bid boxes at the NHBRC Offices. ***Refer to page 19 of this document for the closing date, venue, and time of the tender.*** No emailed or faxed bids will be accepted. The bid document should be supplied in a sealed envelope clearly marked (one (1) Original hard copy and one (1) Memory Stick/USB with scanned original documents) 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)
- 19.2 Clarifications and enquiries by bidders should be sent to [tenders@nhbrc.org.za](mailto:tenders@nhbrc.org.za). Responses will be communicated during weekdays, between Monday to Friday, from 8:30 am to 16:30 pm

## **20 SUBMISSIONS OF PROPOSALS**

- 20.1 Submission of bid should include one (1) Original hard copy and one (1) memory stick/USB with scanned original documents of the proposal marked (Original hard copy and memory stick/USB) envelope and deposited into the tender box. NB: The Original hard copy submission in the envelope should be the same as the electronic copy.
- 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.

## **21 POPIA**

- 21.1 The NHBRC is committed to adhere to the Protection of Personal Information Act 4 of 2013 and the Promotion of Access to Information Act 2 of 2000. To this end the NHBRC has published its Information Manual on its website, which regulates the manner in which NHBRC processes information.
- 21.2 The NHBRC requires the information requested in bids for the purpose set out in paragraph 2.5 of the Manual. Further the Manual confirms that NHBRC processes the information requested in bids from prospective service providers and third parties at paragraph 3.4.
- 21.3 Bidders should note that the NHBRC is committed to securing all the information submitted from bidders, in terms of paragraph 6 of the Manual. (included on the NHBRC website)
- 21.4 Bidders are in turn required to comply with the tender requirements and when the information of third parties are required by NHBRC, bidders are by law required to obtain the consent of such third parties for the sharing of such third parties' information with the NHBRC. "

## 22 CLOSING VENUE DATE AND TIME OF THE TENDER

PANEL OF SERVICE PROVIDER TO CONDUCT FORENSIC INVESTIGATION SERVICES CLOSING VENUE DATE AND TIME	
<b>1. Gauteng, Sunninghill Office</b>  Business Address: 27 Leeuwkop Road Sunninghill, Johannesburg  <b>Closing date and time: 19 January 2026 at 11:00 am</b>	<b>6. Western Cape, Century City Office</b>  Business Address Centennial Place, East Block, Century City, Century City Boulevard Milnerton 7441  <b>Closing date and time: 29 January 2026 at 11:00am</b>
<b>2. KZN, Durban Office</b>  Business Address: Suite 502, 5 <sup>th</sup> Floor, The Marine 22 Dorothy Nyembe Street, Durban, 4001  <b>Closing date and time: 26 January 2026 at 11:00 am</b>	<b>7. Eastern Cape, Port Elizabeth Office</b>  Business Address: 40 Pickering Street Newton Park Port Elizabeth 6055  <b>Closing date and time: 29 January 2026 at 11:00am</b>
<b>3. Northwest, Rustenburg Office</b> Business Address: 67 Brink Street Office Building, North Block Rustenburg, 0299  <b>Closing date and time: 22 January 2026 at 11:00 am</b>	<b>8. Limpopo, Polokwane Office</b>  Business Address 50 Schoeman Standard Bank suite Building <b>Polokwane 0699</b>  <b>Closing date and time: 19 January 2026 at 11:00am</b>
<b>4. Mpumalanga, Nelspruit Office</b>  Business Address 14 Henshall Street Suite 201 Medcen Building Nelspruit, 1200  <b>Closing date and time: 26 January 2026 at 11:00 am</b>	<b>9. Free State, Bloemfontein Office</b>  Business Address: 62 St Andrews Street 5 <sup>th</sup> Floor Bloemfontein 9300  <b>Closing date and time: 22 January 2026 at 11:00am</b>
<b>5. Northern Cape, Kimberly Office</b>  Business Address: 10 Olivier Street, Montreo Park, Block 2, Ground Floor (Right Wing) Kimberly 8301  <b>Closing date and time: 19 Jan 2026 at 11:00 am</b>	