



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ 209 2022/23	
DATE ISSUED	22 March 2023	
PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES	PROVISION OF AUCTIONEER EXPERT WITNESS FOR NORTH WEST OFFICE, WITH REGARD TO THE NORTH WEST DEVELOPMENT CORPORATION INVESTIGATION FOR A PERIOD NOT EXCEEDING 160 HOURS OR ONE MONTHS	
BRIEFING SESSION <i>(Compulsory or Non- compulsory) if applicable</i>	DATE	TIME
	N/A	
CLOSING DATE AND TIME	27 March 2023	11h00
RFQ VALIDITY PERIOD	90 Days (commencing from the official RFQ closing date)	
NAME OF A BIDDER/TENDERER		
TELEPHONE NUMBER		
FACSIMILE NUMBER		
EMAIL ADDRESS		
POSTAL ADDRESS		
SARS PIN		
PHYSICAL/STREET ADDRESS		
B-BBEE STATUS LEVEL OF CONTRIBUTION	LEVEL:	

1. PROJECT APPOINTMENT OF ONE(1) AUCTIONEER EXPERT

2. INTRODUCTION TO THE SIU

The SIU is an independent statutory body established by proclamation R.118 of 31 July 2001, issued in terms of the Special Investigating Units and Special Tribunals Act No. 74 of 1996 as amended (*"the SIU Act"*). The purpose of the SIU is to investigate serious malpractices, maladministration and corruption in connection with the administration of State Institutions, state assets and public money as well as any conduct, which may seriously harm the interest of the public. Furthermore, the purpose of the SIU is to institute and conduct civil proceedings in any court of law or a Special Tribunal in its own name or on behalf of State Institutions.

3. ELIGIBILITY/MANDATORY REQUIREMENTS

<i>Provide documentations and/or information (SIU reserves the right to review and verify submitted documentations on mandatory requirements)</i>	Comply	Not Comply
3.1. Proof of National Treasury Central Supplier Database (CSD Summary report)		
3.2. CSD Overall Tax Status must be compliant (Tax Compliant)		
3.3. Conformance to the Scope of Work/ Terms of Reference (ToR)		
<ul style="list-style-type: none"><i>Bidder (s) are only required to only submit maximum of one (1) CV, (if a bidder submit more than one (1) CV as stipulated on this , SIU will only consider first one (1) CV received as per the spreadsheet, Annexure A)</i><i>Only bidders who submit qualifying CV as per below requirements will be assessed further for evaluation i.e. Price and Preference subject to award/objective criteria</i>		
At least fifteen (15) years' experience in the conducting of Auctioneer Expert Witness investigations <i>Annexure A - will be considered for evaluation bidders must submit candidates profiles together with Annexure A – spreadsheet</i> <i>Updated CV or detailed profile of each proposed resource/personnel must be submitted, with the proof of qualifications.</i>		

	PLEASE TICK (✓) AND INDICATE RESOURCE NAME AND SURNAME	
	Resource 1	
Number of experience	Full Names: 	
Less than fifteen (15) years		
15 years and more		
3.4. A resources holds Honours or equivalent i.e. Diploma in Auctioneering or a Certified Auctioneers Certificate		
Registration with relevant Auctioneer Expert Profession Act e.g. SAPAA certificate		
<p><i>Only bidders who submit qualifying CV's will be assessed further for evaluation i.e. Price and Preference subject to award/objective criteria.</i></p>		
<p><i>NB: Failure to submit/or reflect the above eligibility requirements and conformance to the scope of work will result in non-compliance and will lead to the bid being disqualified.</i></p>		
A. RETURNABLE DOCUMENTS		
<i>Provide documentations for screening and vetting purposes.</i>	YES	NO
A.1. ID copies of the: ○ proposed resources and ○ Company directors.		
A.2. CIPC Company registration		
A.3. SARS Pin		
A.4. B-BBEE Certificate/Sworn Affidavit		

B. PROJECT BACKGROUND

The Special Investigating Unit (SIU) is an independent statutory body that is accountable to the President and Parliament in terms of its activities. Its primary mandate is to recover and prevent financial losses to the State due to various acts of corruption, fraud and maladministration.

C. SCOPE OF WORK (TERMS OF REFERENCE)

1. The investigation focused on the maladministration in the affairs of the NWDC and any losses or prejudice suffered by the NWDC or the State due to such maladministration regarding the purchase of Christiana hotel and Game Farm within the North West province.
2. The SIU seeks to appoint one (1) Auctioneer Expert through competitive quotes to assist with investigation on matters that have been identified for civil litigation. For the analysis of the information provided the following has been noted:
 - Serious Maladministration in connection with the affairs of the state
 - Improper or unlawful conduct by officials or employees
 - Unlawful appropriation or expenditure of public money or property
 - Unlawful, irregular or unapproved acquisitive act, transaction, measure or practice having a bearing upon State property
 - Intentional or negligent loss of public money or damage to public property
 - Offence referred to in Parts 1 to 4, or section 17,20 or 21 (in so far as it relates to the aforementioned offences) of Chapter 2 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) and which offences were committed in connection with the affairs of the NWDC
 - Unlawful or improper conduct by any person, which has caused or may cause serious public or harm to the interests of the public or any category thereof.
 - To submit detailed reports as well as affidavits in respect of his findings made. The said reports and affidavits must be of a nature and extent suitable for use in any criminal prosecution as well as in any civil litigation and disciplinary action that may emanate from investigation
 - To testify in the civil proceedings if instituted

The expert will be required to prepare a full and comprehensive report on the outcome. The requested expert would be one with expert knowledge of an Auctioneer expert. Well versed with the quantification relating to all the requirements as set out for an Auctioneer expert. The expert must be registered with the regulatory body of Auctioneers and must have a security clearance at the level of at least “confidential”.

It is anticipated that the time period would be around 480 hours per project, which equal to 160 hours required for the expert to visit the project site in question, review, analyze and quantify.

NB: The SIU investigation details of each contract from point a to b above will be revealed to the recommended bidder due to the sensitivity of the matter.

D. DELIVERABLES

- The appointed resource will be required to provide weekly/monthly and quarterly report, further arrangements will be done during the briefing of the project in terms of reporting intervals.
- The experts will be required to prepare a full and comprehensive report on the outcome of the investigation.

E. CONTRACT PERIOD

- E.1. The work must commence as soon as the appointment letter is issued and be completed within a one (1) months period;
- E.2. Resource will be expected to work 160 hours within three months;
- E.3. This project cannot exceed R1000 000 for the duration of the contract.
- E.4. The proposed resource must be based in Gauteng (If the resource is outside Gauteng SIU would not bear travelling cost).

F. SPECIAL CONDITION OF THE RFQ

The proposed resource will be required to submit the letter of good stating from SAPAA or other related profession before award.

G. PRICE SCHEDULE

- G.1. Contract value should be on hourly rate and estimated hours, inclusive of VAT disbursements;
- G.2. If a price quotation does not indicate the VAT, SIU will deem the quote to be inclusive of VAT if the bidder is VAT registered.
- G.3. SIU reserves the right to negotiate the rates with the recommended bidder.

H. BID CONDITIONS

- H.1. Bidder (s) are only required to only submit maximum of one (1) CV, **(if a bidder submit more than one (1) CV as stipulated on the bid documents, SIU will only consider the first CV received as per the spreadsheet, Annexure A and One(1) resource will be appointed.)**
- H.2. The resource must be able to testify in civil, criminal and or disciplinary proceedings stemming from their findings;
- H.3. The resource must be based in Gauteng and must be available immediately.
- H.4. The appointment will be based on the outcome of the Price and Preference and the objective criteria.
- H.5. The work needs to commence as soon as the appointment letter is issued and be completed within a period of (1) month, totaling to 160 hours for immediate appointment of one (1) resource;
- H.6. The above illustrate that one bidder will be appointed depending on qualifying CVs. SIU reserve the right to conduct references on proposed resource (s), should it be identified that the resource (s) provided had poor performance on their respective projects or assignments, the identified resource will be withdrawn;
- H.7. If the proposed resource (s) is/are not available before commencement, the referred resource (s) will be withdraw from the appointed/allocated project. The SIU will revert back to the evaluation phase and appoint from the wait list of the resource (s);
- H.8. If the appointed resource is alternatively changed during the investigations, justifiable reasons must be submitted on time to the SIU, the final decision is subject to the SIU's review and approval;
- H.9. An alternate replacement of resource should be equal or more competent to the initial approved resource (s) and if the bidder failed to provide a resource that meets the standard of the SIU as per the terms and conditions, SIU reserves the right to terminate the contract;
- H.10. Proposed resource CV must be accompanied with ID copies and the directors for the security screening;
- H.11. The disbursement will be limited to the province where the investigation is primarily situated at, further traveling to secondary locations, province, SIU will make provisions and arrangements for such travelling.

I. AWARD/OBJECTIVE CRITERIA

- I.1. Bid will only be awarded to the bidder who passes SIU's Internal Integrity Unit screening and/or State Security Agency vetting; failure to pass could result in SIU not awarding the bid to a bidder irrespective of the points scored after the final evaluation.