

TENDER DATA

Project title:	Framework Agreement for the Appointment of Service Providers into a Panel of Forensic Investigative Services For A Period Of Three Years.
Bid no:	SENT-007-2022-23

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech hereby invites bids from suitably qualified and experienced Service Providers to be included on a Panel of Forensic Investigative Service Providers for a period of three years. While Sentech intends to appoint a maximum of ten (10) bidders onto its preferred list of service providers; Sentech reserves the right to appoint less than ten (10) bidders onto its preferred list of service providers. Successful Bidders will be entered onto the Panel of Forensic Investigators and will be subject to Sentech's standard Framework Agreement. The Successful bidder(s) are required to be available immediately upon appointment

The Panel will work on an as and when required basis. Bidders on the Panel will be invited by Sentech to submit quotations. While Sentech intends to appoint service provider(s) under a Framework Agreement, it is imperative to state that Sentech promises no quantum of work to any successful bidder.

The appointed panel will be required to perform the following types of services, but not limited to this list:

- Fraud investigations.
- Forensic audit.
- Criminal investigations.
- Recovery of losses.
- Cybercrimes.
- Laptop and mobile phone mirror imaging and analysis.
- Digital fraud.
- Forensic Data Analysis.
- Other related services, as and when required such as hand-writing analysis.

NB. The Engagement/ Investigative Lead will be expected to sign off the final investigation report (s).

The bid evaluation process will be divided into two stages:

Stage 1: Request for proposal (RFP) stage - bidders will be evaluated on both the Mandatory and Functional criteria. Bidders who are successful at this stage will proceed to the next stage, Price Negotiation.

Stage 2: Price negotiation of all fixed costs, where SENTECH and bidders who were successful on stage 1 will negotiate for all possible fixed costs.

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

No Financial Information must be included in Envelope 1.

Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

8. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is _____ (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

9. Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of _____% of the value of the contract to _____ (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

10. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones

must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

*Bidders must fill in the SBD6.2 for Local Content and Production

12. EVALUATION CRITERIA

The evaluation criteria are stipulated in **18 below**. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

A One Envelope System will be followed for Technical and Price offer	<ol style="list-style-type: none"> Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents. Stage 2 – Technical Evaluation Total minimum qualifying functional score is 80 points out of 100 points. A Bidder must score more than 0 points in each criterion to be evaluated further. Stage 3 – Short Listing Bidders that qualify under Technical Evaluation will be shortlisted for appointment onto the panel – as stipulated in section 1 – Background.
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16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6, 1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Technical Criteria

18. TECHNICAL EVALUATION CRITERIA

18.1. Mandatory Eligibility Criteria

The follow in criteria are mandatory to **ALL BIDDERS**:

Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal
Certification of registration of the Engagement Investigative Lead in terms of one or more of the following:	Proof of a valid Certificate/s

Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal
<ul style="list-style-type: none"> • Association of Certified Fraud Examiners • Institute Certified Fraud Practitioner • Any NQF level 7 fraud related qualification. <p>The Engagement Investigative Lead is expected to sign off the final investigation report.</p>	

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

18.2. Functional Criteria

Functionality Criteria	Maximum Points	Proof Required
1. References Company must supply contactable references of successful and timely performance of forensic investigations in the private and public sector no older than 5 years. The references must be contactable, and the Reference Letter must be on the reference's Letterhead. Please also list in Table 2 on page 10. 0 references = 0 points 1 to 2 references = 10 points 3 to 5 references = 15 points More than 5 references = 20 points	20	<i>Reference letters on letterheads</i>
2. Overall Company experience Company must provide number of years of forensic investigative experience, including types of investigations in line with the SOW under point 1 above: 0 to 1 year = 0 points 5 to 7 years = 10 points More than 7 years = 30 points	30	<i>Number of years of experience including types of investigations in the private and public sectors</i>
3. Engagement Lead Forensic Investigator experience Company must provide a summary of the Engagement Lead Forensic Investigator's experience in the private and public sector in the required format below, as well as the CVs of other team members: 0 to 1 year = 0 points 2 to 5 years = 10 points 6 to 15 years = 20 points More than 16 years = 30 points	30	<i>CV of engagement lead and other team members per format required below</i>

Functionality Criteria	Maximum Points	Proof Required
4. Methodology and Project Plan in conducting forensic investigations Detailed methodology and project plan (with examples of investigations relating to corporate/ accounting/ public sector environment) must also be included. Methodology must indicate the following: <ul style="list-style-type: none"> • Fraud investigations. • Forensic audit. • Criminal investigations. • Recovery of losses. • Cybercrimes. • Laptop and mobile phone analysis. • Digital fraud. • Data analytics. • Other related services, as and when required such as hand-writing analysis. Excellent 20 points The bidders understanding of investigation principles, approaches, and processes. The bidder must show outstanding knowledge, examples of completed investigations in the public sector. The methodology and project plan should align to SENTECH's list of types of investigations above. Average 10 points The proposed project approach has embedded forensic project objectives and methodology. The approach did not respond to all of the components of the scope of work and does not fully meet SENTECH's requirements. Poor 0 Points The methodology is of poor quality and does not satisfy the scope objectives. The bidder has misinterpreted the scope of the work and not shown a clear understanding of SENTECH's requirements.	20	<i>Detailed Methodology with Project Plan and Team allocation</i>
Total Points	100	

Table 1: Functional Criteria

Total minimum qualifying functional score is **80** points. A Bidder must score more than 0 points in each criterion to be evaluated further.

18.3. Required CV Format

In addition to detailed CV's, a summary is to be provided in a table format providing the specific information below for each person in the bid:

If more than one resource will be allocated to this engagement, then all relevant CVs are to be provided upfront.

Criteria	Specific to individual
Qualifications of the Forensic Investigator.	
Summary of years of Forensic work experience in total.	
Total years' experience of investigations in the public sector.	
Total years' experience of investigations in the private sector.	
The role the person will play on the engagement – Lead Forensic Investigator, second and/ or third investigator, as estimated as applicable.	
Examples of previous investigations, in State Owned Entities.	

19. Indicative Pricing

Pricing data should be provided in the format below and rates should be in line with relevant AG/ market rates. The hours below are estimates only.

Sentech shall endeavour reviewing all fixed rates on an annual basis, with intention of annual escalation of CPI plus 1% annually for the duration of the Framework agreement

Description	Rate	Total hours - estimates only
Lead Investigator/ Director		10 - 20 hours per annum
Senior Manager/ Investigator		40 - 60 hours per annum
Assistant Manager/ Investigator		100 - 200 hours per annum
	Sub Total	
	VAT	
	Total (Including VAT)	
Disbursements: Rate per KM Flights Hotel preferences Car Hire Subsistence/ Meal allowance		

NB. Kilometer rate will be capped at a stipulated AA rate.

20. Declaration of Authority

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

TABLE 2: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1							
2							
3							
4							

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
5							

Name of Tenderer	Signature	Date