

MINUTES OF THE VIRTUAL BRIEFING SESSION

Establishment of a Panel for Forensic Investigation Services

Department of Transport

13 February 2026

The compulsory (non-mandatory) virtual briefing session for the establishment of a panel of forensic investigation service providers was held on 13 February 2026 via Microsoft Teams. The meeting was attended by officials from the Department of Transport (DOT), including representatives from Supply Chain Management (SCM) and the Forensic Investigation Unit, as well as prospective bidders.

The session was opened by Mr. Tyron Mkhari from SCM, who clarified that although certain sections of the bid documents referred to a compulsory briefing session, the meeting was in fact non-compulsory and that the inconsistency resulted from an administrative error. He confirmed that the bid follows a one-envelope submission system and that no pricing is required at this stage.

Mr. Jacky Mokgotho from the Forensic Investigation Unit provided background to the re-advertisement of the bid. He explained that the previous process had been cancelled following a complaint regarding inconsistencies in the documentation, particularly concerning the briefing session requirement. He apologised for the inconvenience and indicated that the panel is required to provide specialised forensic investigation services, including public sector investigations, digital forensics, data analytics, and related tools. Appointment to the panel does not guarantee work, as services will be allocated on an as-and-when-required basis through quotation requests.

The evaluation process was outlined by SCM. Bids will be evaluated on functionality only, with a total of 100 points available and a minimum threshold of 90 points required to qualify for the panel. Evaluation criteria include company experience, reference letters, project leader qualifications, project team composition, methodology, and investigative tools. It was confirmed that bidders may demonstrate experience in any one of the listed specialisations and are not required to possess expertise in all areas.

Administrative requirements were clarified during the session. Bidders must complete SBD 1, SBD 4 (Declaration of Interest), and SBD 6.1 (Preference Points Claim Form), while SBD 3.3 (pricing schedule) is not required for this panel bid. The closing date was confirmed as 27 February 2026 at 11:00 AM, with strict adherence to the deadline, and late submissions will not be accepted under any circumstances. Bidders are required to submit four USBs containing the same technical proposal as the hard copy submission, with no pricing

information included. Password protection is optional, but where applied, the password must be included in the tender document.

Several questions were raised regarding joint ventures, subcontracting, CSD registration for foreign OEMs, and document inconsistencies. The Department confirmed that joint ventures and subcontracting arrangements are permissible, provided compliance requirements are met and the appointed bidder remains accountable under the Service Level Agreement. The Department undertook to review the bid documentation and issue an addendum to address inconsistencies relating to the briefing session, the one-envelope system, pricing references, and evaluation criteria alignment.

The meeting concluded with appreciation extended to all attendees for their constructive inputs and confirmation that the minutes and addendum would be circulated and published on the National Treasury e-Tender Portal.