



Request for Quotations

**PROCUREMENT OF A SERVICE PROVIDER TO INVESTIGATIVE
SERVICES ONTO IRREGULAR EXPENDITURE**

03 June 2022

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1. Purpose

The purpose of this document is to invite proposals from suitably qualified service providers to submit proposals to provide investigative services on possible irregular expenditure covering periods from 2016, 2017, 2018, 2019, 2020 and 2021.

2. Background

The previous investigations were limited to the matters that were raised by the Auditor General and the whistle-blower's reports, and it was recommended that the Accounting Authority consider further investigation to identify the full extent of the irregular expenditure and non-compliance within the entity's environment. This will allow the Agency to address the qualification related to the limitation that was experienced on the completeness of the irregular expenditure during the audit of 2020-21. It was further recommended that the magnitude of the irregular expenditure that may have occurred in the past must be pre-determined by way of an investigation into the affected full population size of transactions that occurred between 2016, 2017, 2018, 2019, 2020 and 2021, this will be a 360-degree analysis.

3. Scope of Services Required

The service provider should quantify the amount of the irregular expenditure that may arise from the following key areas of the supply chain in line with the Irregular Expenditure Framework:

- 3.1 goods and services with a transaction value below R500 000 procured without obtaining the required price quotations, as required by Treasury Regulation 16A6.1 and paragraph 3.3.1 of Practice Note 8 of 2007/08.
- 3.2 goods and services of a transaction value above R500 000 procured without inviting competitive bids and instead deviations were approved by the accounting officer, that it was practical to invite competitive bids, as required by Treasury Regulation 16A6.1 and paragraph 3.4.1 of Practice Note 8 of 2007/2008 and TR 16A6.4.
- 3.3 application of the preference point system for the procurement of goods and services above R30 000 that is not aligned to section 2(a) of the PPPFA and Treasury Regulation 16A6.3(b).

3.4 contracts that were extended or modified without the approval of a properly delegated official as required by section 44 of the PFMA and Treasury Regulations 8.2.1 and 8.2.2.

3.5 extent of deviations and the justification reasons thereof whether these are aligned to the requirements of the prescripts.

3.6 whether any tenders were awarded contrary to the outcomes that were expected.

3.7 whether participation agreements followed the correct prescripts in terms of approval.

4. Timeframes

Immediately upon appointment, the successful bidder must commence with the project. Allocation of 80 hours or two weeks towards the project with the expectation of a final report to be issued by 30 June 2022. The bidder is expected to work over and above normal hours to ensure that the project is delivered timeously.

5. Evaluation Criteria

All proposals received shall be evaluated in two phases.

Phase 1: Prequalification criteria

The first phase is based on evaluating the functionality, which will be evaluated using the following criteria and points: The bids will be evaluated on a scale of 1-5 following the functionality below:

NB: APPLICABLE VALUES: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent

Detailed functional criteria	Points
Experience and capacity of the team: CVs including qualifications of the project team as well the respective roles they will play will be evaluated as follows: • 10 years experience and above = 5 rating • 7-9 years' experience = 5 rating • 4-6 years' experience = 5 rating • 2-3 years' experience = 2 rating • 1-year experience and less = 1 rating List the team member's title, qualifications, and year of experience must be submitted.	30 points

Provide the approach and methodology as well as a demonstration of expertise: <i>Elaborate on your normal processes and approach as well as possible tools, systems or methods you are using when providing the investigative services onto irregular expenditure.</i>	30 points
The bidder must submit at least three (3) references where similar services were previously provided detailing the client name, contact name, address, and nature of the contract. <i>10 or more similar projects on investigating irregular expenditure = 5 rating</i> <i>7 - 9 similar projects on investigating irregular expenditure = 4 rating</i> <i>5 - 6 similar projects on investigating irregular expenditure = 3 rating</i> <i>3 - 4 similar projects on investigating irregular expenditure = 2 rating</i> <i>0 - 2 similar projects on investigating irregular expenditure = 1 rating</i>	20 points
Qualifications and Experience of the company <i>20 years and above experience = 5 rating</i> <i>17 - 19 years experience = 4 rating</i> <i>15 – 16 years experience = 3 rating</i> <i>13 – 14 years experience = 2 rating</i> <i>5 - 10 years experience = 1 rating</i>	20 points
TOTAL	100 points
Minimum required score	70 points

A bidder must obtain a minimum of **70** points in the prequalification phase to progress to the next phase. Failure to obtain **70** points will render the proposal non-responsive and no further evaluation of the next phase will be considered.

Phase 2: Pricing and B-BBEE: Preferential Procurement Policy Framework Act 5 of 2000 (80/20) PPPFA scoring principles); and in terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12

5	8
6	6
7	4
8	2
Non-compliant contributor	0

6. Submission of proposals

Bidders must furnish the following information as part of the bid response:

- **SBD form 4 and 6.1**, Tax Complaint Status, CSD report and valid B-BBEE certificate, A company profile that highlight previous relevant experience;
- A detailed list of at least three (3) current and completed contracts/projects with references that specify the institution name, contact details and nature of the contract;
- Summarised CV's of the proposed team member(s) which should highlight the relevant experience in similar projects and qualifications; and
- Proposals to be addressed via email.

The following conditions will be applied:

- This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- All price(s) must be inclusive of all costs plus VAT and. VAT must be shown separately. Price (s) quoted must be valid for the at least thirty (30) days or above from the closing date of the quotation and a firm delivery period must be indicated, and;
- All quotes should be submitted within RTIA stipulated timeframes of procurement.

NB: Please note that failure to complete and sign all bids documentation and or to submit all of the above mentioned documentation as requested will result in bidder's bid being automatically disqualified.

7. Right to appoint

The Agency reserves the right not to appoint a service provider, if it is established that no proposal meets the requirements.

8. Closing Date & submission of quotes

10.1 Quotes are expected to be submitted no later than 16h00 on 10th of June 2022 The successful bidder will be informed subject to the approval of finance.

10.2 Quotes may be submitted electronically by e-mail to Daphney.matlhoko@rtia.co.za and Quotes@rtia.co.za .

9. Enquiries and more information

All enquiries and requests for more information should be directed to the sender by email. The response will be distributed to all the prospective bidders by email so that every bidder has the same information.