



MINUTES OF THE TENDER BRIEFING SESSION: APPOINTMENT OF A PANEL OF FORENSIC INVESTIGATION SERVICE PROVIDERS.

Meeting Type: **Non-Compulsory briefing session**

Date: **1 October 2026**

Time: **11:00 to 11:45**

Platform: Virtual Meeting (MS Teams)

Present from CBRTA:

Mr. Prince Makhubedu	SCM advisory
Mr. Oral Ndove	SCM advisory
Mr. Leonard Madi	Forensic investigator
Mr. Benjamin Shabangu	SCM secretary

1. Welcome and Opening

The Chairperson, Mr. Prince Makhubedu, welcomed all attendees and confirmed that participants could view the tender document. Attendees were requested to introduce themselves via the chat by indicating their names and the companies they represented.

2. Tender Administration and Submission Requirements

The following procurement and administrative matters were highlighted:

- The tender was advertised on 18 September 2026.
- The tender validity period is 90 days from the closing date
- Closing date and time: **5 November 2026 at 11:00.**
- Bidders must submit:
 - One hard-copy proposal deposited in the tender box.
 - One soft-copy proposal on a USB drive

- All bid enquiries must be submitted via email to **tenders@cbrta.co.za**. Telephonic enquiries will not be entertained to ensure consistent and auditable communication.
- The deadline for enquiries is **15 October 2026 at 16:00**.

3. Tender Documentation Requirements

The Chairperson emphasized the importance of completing all prescribed bid forms, including:

- SBD 1 (Invitation to Tender)
- SBD 4 (Bidder's Disclosure)
- SBD 6.1 (Preference Point Claim Form)

Additional requirements include:

- Proof of authority for the signatory.
- Valid BBBEE certificate.
- Supporting documentation for disability ownership claims where applicable.

Failure to complete SBD 6.1 will not result in disqualification but will result in no preference points being awarded.

4. Scope of the Tender

The organization intends to appoint:

- A minimum of two (2) service providers.
- A maximum of five (5) service providers to a panel.

The appointed panel will provide forensic investigation services as and when required.

5. Scope of Work

Mr. Leonard Madi presented the scope of work, which includes:

- Conducting interviews with agency staff to understand systems, procedures, and processes.
- Utilizing forensic technologies and specialized systems to obtain and analyze forensic data.

- Identifying system and internal control deficiencies.
- Engaging with relevant individuals during investigations.
- Presenting evidence at disciplinary hearings and court proceedings.
- Providing expert advice and recommendations to management.
- Compiling evidence files supporting investigation reports.
- Acting as expert witnesses where required.
- Producing investigation reports to support disciplinary, civil, and criminal proceedings.

6. Evaluation Process

The Chairperson advised that a correction would be made to the document. The heading "Functionality Criteria" should read **"Evaluation Criteria."**

The tender will be evaluated in three stages:

- a) Mandatory Requirements
- b) Functionality
- c) Price and Specific Goals

6.1. Mandatory Requirements

Bidders must submit:

- Proof of registration or membership with:
 - Association of Certified Fraud Examiners (ACFE)
 - Institute of Commercial Forensic Practitioners (ICFP)
 - South African Academy of Forensic Sciences (SAAFS)Any one of the above is acceptable.
- Qualifications for the proposed Director/Partner.
- Foreign qualifications must be supported by a SAQA evaluation report.

- Professional indemnity insurance (or quotation, provided a policy is submitted within seven days of appointment).
- A detailed pricing proposal.

Bidders must clearly identify the proposed Director/Partner, Manager, and Investigator. Failure to link individuals to these roles will result in disqualification.

6.2. Functionality Evaluation

The minimum threshold is **70 out of 100 points**.

Functionality will be assessed based on:

- Bidder experience and reference letters.
- Team capacity and capability.
- Project execution methodology and plans.

7. Correction Noted

An error was identified on the scoring table:

Four valid reference letters should score **25 points**, not 20 points

8. Advice to Bidders

Mr. Oral Ndove advised bidders to:

- Structure their submissions according to the functionality evaluation criteria.
- Follow the sequence and weighting reflected in the Terms of Reference.
- Ensure all mandatory supporting documents are attached.
- Verify that all requirements have been submitted before finalizing proposals.

9. Questions and Responses

Question (a): Pricing Schedule

Raised by: Mr. Leonard Madi and Danika Fourie

Question: No pricing template was attached to the tender document.

Response: The organization acknowledged the omission and confirmed that a pricing template would be included in the revised tender documents.

Question (b): Certification of Qualifications and Membership Certificates

Raised by: Danika Fourie

Response: The Terms of Reference do not require certified copies. Membership status will be verified directly with professional bodies where necessary.

Question (c): Number of Resources to be Submitted

Raised:

Question: Whether bidders should submit multiple resources and whether experience would be averaged.

Response:

- Experience will not be averaged.
- Bidders must propose three key resources:
 - Director/Partner
 - Manager/Senior Forensic Investigator
 - Investigator

Only the identified resources will be evaluated.

Question (d): Nature of Professional Membership Requirements

Raised

Question: Whether full certification is required for ACFE membership or whether affiliate membership is acceptable.

Response: Since the Terms of Reference only require valid and verifiable proof of membership, affiliate membership will be accepted.

10. Closure

The Chairperson thanked all participants for attending and encouraged bidders to submit any further enquiries via email before the prescribed deadline. Attendees were reminded to submit both a hard copy and USB version of their proposals before the closing date.

11. ATTACHMENTS

- N/A

The meeting adjourned at 11:45.

