

REQUEST FOR PROPOSAL INVITATION FOR GOODS AND/ OR SERVICES



National Prosecuting Authority
South Africa

REQUEST FOR PROPOSAL

National Prosecuting Authority South Africa

ISSUE DATE:	24 April 2026
BUSINESS UNIT:	IDAC
RFP NUMBER:	12- 25/26
REGION/AREA:	PRETORIA
DESCRIPTION OF GOODS/SERVICES:	DIGITAL FORENSIC INVESTIGATION SERVICES IN THE ESTINA, BAIN AND P.I.C MATTER
CLOSING DATE:	30 April 2026
SUPPORTING DOCUMENTS	1.SBD 4 (BIDDER'S DISCLOSURE) 2.SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022)
BRIEFING SESSION: TIME DATE Venue	N/A
TECHNICAL ENQUIRIES:	DEBORAH KGATLE – 012 845 6949
ENQUIRIES:	KABELO MAREE - 012 845 6487
SUBMISSION:	Proposal and quotation with all the applicable supporting documents must be emailed to the following address: tenders@npa.gov.za

NPA requests your proposal on the goods and/or services listed hereunder and/or on the available RFP forms. Please furnish all information as requested and return your proposal on or before the date stipulated. Late and incomplete / missing documentation will invalidate the proposal submitted. NPA is not obliged to accept the lowest or any submission received. NPA reserves the right to accept the whole or any portion of the proposal. Where applicable, this RFP will be evaluated on the basis of the 80/20-point system as stipulated in the Preferential Procurement Regulations 2022

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Company Name:			
CSD Supplier Number:	MAAA		
Contact Person:			
Position of the contact person:			
Physical address of the company:			
E-mail address:			
Tel/Cell number:			
Proposal Validity:	60 days commencing from the closing date		
<u>CONDITIONS</u> 1. All goods or services purchased will be subject to NPA Policies & Procedures. 2. It is the responsibility of the bidder to ensure that they are successfully registered on the Central Supplier Database and that they are compliant in all aspects of their registration. 3. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered <u>before an official order has been received.</u> 4. Only suppliers who are registered as VAT vendors are entitled to quote prices which are VAT inclusive 5. I certify that the information supplied is correct and I have read and understood the General Conditions of Contract and accept it. The GCC's are available on the National Treasury website - http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/Practice-Notes.aspx 6. I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.			
NAME & CAPACITY OF BIDDER:		SIGNATURE:	

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DESCRIPTION	ESTIMATED NUMBER OF HOURS	RATE PER HOUR	PRICE PER UNIT EXC VAT	TOTAL PRICE (INC VAT AS APPLICABLE)
1. Complete the chain of custody for the different evidence items relevant in this matter.			R	R
2. Determine the email archive and document correction between two different forensic images.			R	R
3. Process forensic image of Gupta 3 drive			R	R
4. Forensic analysis of laptop image for timeline artefacts related to specific folders that was deleted.			R	R
4.1 Forensic report on the timeline findings,			R	R
5. Forensic report on the email archive and document			R	R
6. Correlation of Gupta 1,2 and 3 forensic images.			R	R
7. Assist the Estina team to create court documents and hyperlinks for the relevant financial transactions.			R	R

Conditions

TOTAL PRICE INCLUSIVE OF VAT: R _____

1. In the event of a mistake having been made on the pricing, it shall be crossed out in ink and accompanied by signature.
2. All goods or services purchased will be subject to the General Conditions of Contract as issued by National Treasury.
3. All prices quoted must be inclusive of Value Added Tax (VAT) – where applicable.
4. Prices quoted must include delivery charges and goods must be delivered to the address provided.
5. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and exercise.
6. The NPA reserves the right to decline any proposal/s received from the supplier.

NAME OF BIDDER: _____

SIGNATURE: _____

CAPACITY: _____

DATE: _____

ANNEXURE A

1. PURPOSE

- 1.1. To request a quotation to provide digital forensic investigation services for the outstanding work in the Estina, Bain, and PIC investigation.

2. SCOPE OF WORK

- 2.1. The following scope of work is required to complete the outstanding work.
 - 2.1.1. Complete the chain of custody for the different evidence items relevant in this matter.
 - 2.1.2. Determine the email archive and document correlation between two different forensic images. This refers to the following:
 - 2.1.2.1. This is former employee of Oakbay, Miss Becker (witness) external drive image. (which we call Gupta 2) and the drive received from Cape Town (which we call Gupta 3) drive of former employee of JIC Mining, Mr Oldknow (witness).
 - 2.1.2.2. Depending on the results, the decision must be made by legal to whether the comparison of the Gupta 3 drive to the Estina Gupta 1 drive should be done or rather stay with the comparison of the GUPTA 1 and GUPTA 2 drive.
 - 2.1.3. Process forensic image of Gupta 3 drive
 - 2.1.3.1. This refers to one external hard drive image of the drive that came from Cape Town of Mr. Oldknow (Gupta 3)
 - 2.1.4. Forensic analysis of laptop image for timeline artefacts related to specific folders that was deleted.
 - 2.1.4.1. This is the forensic analysis of witness Miss Becker's old work laptop used at Oakbay.
 - 2.1.5. Forensic report on the timeline findings
 - 2.1.6. Forensic report on the email archive and document correlation of Gupta 1,2 and 3 forensic images.
 - 2.1.7. Assist the Estina team to create court documents and hyperlinks for the relevant financial transactions.

3. THE PROPOSAL DOCUMENT SHOULD INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- 3.1. Company profile – short summary and description of the key features of the business.
- 3.2. Provide **qualifications** of individual, i.e., natural person relating to the fields referred to in the scope of work. and relevant qualification, including professional qualifications and membership to professional bodies (where applicable) must be stated.
- 3.3. Submit the **Curriculum Vitae (CV)** outlining the experience and level of expertise of individual, i.e., natural person relating to the fields referred to in the scope of work.
- 3.4. Provide **rate per hour** per resource to be assigned to this project as guided by Auditor General South Africa (AGSA) fee structure.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**
- (a) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (b) Price; and
 - (c) Specific Goals.
- 1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are black persons		10		
Enterprises with ownership of 51% or more by person/s who are women		05		
Enterprises with ownership of 51% or more by person/s who are youth		03		
Enterprises with ownership of 51% or more by person/s with disability		02		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2 Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest ¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 1.1 I have read and I understand the contents of this disclosure;
- 1.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 1.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium ² will not be construed as collusive bidding.
- 1.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 1.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 1.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 1.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder