



our future through science **Request for Quotation (RFQ) for the
Provision of Investigative Services into Possible Irregular Expenditure on behalf
of the CSIR**

RFQ No.	5425/13/02/2019
Date of issue:	Tuesday, 29 January 2019
Compulsory Briefing Session	Monday, 04 February 2019 Venue: CSIR Pretoria, Building 35, Steenbok Boardroom. Time: 10:00 – 11:00
Closing Date and Time:	Wednesday, 13 February 2019 @ 16:30
Contact details	For any enquiries: Email to: tender@csir.co.za (Please always quote the RFQ number with your inquiries)
Submissions	Refer to Section 8 of this RFQ.
CSIR Business Hours	08:00 – 16:30

1 INVITATION FOR QUOTATION

Quotations are hereby invited from qualified service providers to conduct an investigation into some financial transaction on behalf of the CSIR in respect of matter set out below.

2 QUOTATION REQUIREMENTS

The service provider is expected to:

- 2.1 Conduct investigation into financial expenditure of 35 transactions to determine:
 - 2.1.1 If the expenditure is classified as unwanted expenditure as per the PFMA
 - 2.1.2 Determine if the CSIR has suffered a financial loss
 - 2.1.3 Determine the responsible official
- 2.2 Recommend to the CSIR the optimum resources for the investigative capability.

Section 2.1 and 2.2 are to be quoted for separately

3 DELIVERABLES

The following deliverables are applicable to this scope of work:

- 3.1 Investigation reports with a determination if the transactions constitute unwanted expenditure as per the PFMA
- 3.2 Benchmarking report
- 3.3 Resource recommendations

Preliminary Investigation reports must be submitted by 15 March 2019.

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This is not a Purchase Order.

4 MINIMUM REQUIREMENTS

The service provider must demonstrate knowledge and understanding of the Public Finance Management Act (PFMA), public sector procurement and regulation, and must have forensic investigation capabilities.

- 4.1 A minimum of eight (8) reference letters where similar services were rendered must be provided. The Scope of the assignment must be clearly indicated on the reference letter.
- 4.2 CVs of the personnel that will be involved in the assignment must be provided. Such personnel must have knowledge and understanding of the Public Finance Management Act (PFMA), public sector procurement and regulation, and must have forensic investigation capabilities. The lead team member must have a minimum of ten (10) years conducting similar assignments.
- 4.3 The key member must be certified as fraud examiner, and a certified copy of the certificate must be provided.

5 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- 5.1 Bidders that fail on the minimum requirements as per Section 4;
- 5.2 Failure to attend the compulsory briefing session;
- 5.3 Late submissions will not be considered; and
- 5.4 Submissions made at incorrect location will not be considered.

6 EVALUATION CRITERIA

- 6.1 Selection of suppliers will be based on the 80/20 preference point system.
Provide a certified copy of a B-BBEE Certificate, or letter of exemption indicating the B-BBEE Status level. No B-BBEE status will equal zero points
- 6.2 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 6.3 No order will be issued or no contract will be signed without a valid CSD number.

7 PRICING QUOTATION

- 7.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 7.2 The VAT must be clearly indicated for bidders that are not VAT exempted. The total cost must include any travelling and accommodation costs.

Hourly rates for the team members must also be provided.

- 7.3 Section 2.1 and 2.2 of the Scope are to be quoted for separately.
- 7.4 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 7.5 Payment will be according to the CSIR Payment Terms and Conditions and conditions of contract/purchase.

8 SUBMISSION REQUIREMENTS

- 8.1 Quotations and supporting documents must be submitted in a sealed envelope. No open proposals will be submitted.
- 8.2 All quotations are to be clearly marked with the RFQ number and the name of the tenderer on the outside of the main package
- 8.3 Submission Venue – Quotation must be submitted at the below address.
 CSIR GATE 03 – Main Reception Area (in the Tender box) at the following address
 Council for Scientific and Industrial Research (CSIR)
 Meiring Naudé Road
 Brummeria
 Pretoria

9 OTHER TERMS AND CONDITIONS

- 9.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 9.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

- 10 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**
- 11 Note: This is not a Purchase Order.**

Annexure A – SBD 1 Form

(The Completed SBD 1 form must be submitted with the quotation)