



## water & sanitation

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Water and Sanitation  
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Ref: 4/8/3/4/1/WP11334

### QUESTIONS AND ANSWERS FOR WP11334

#### APPOINTMENT OF A PANEL OF EXPERTS IN THE FIELD OF FORENSIC AUDIT AND INVESTIGATIONS TO BE APPOINTED TO ASSIST THE DEPARTMENT OF WATER AND SANITATION WITH INVESTIGATION OF PROJECTS AS AND WHEN NECESSARY FOR A PERIOD OF THREE(3) YEARS

##### Question 1

I am reaching out on behalf of StoneTurn South Africa (Pty) Ltd. We are interested in responding to RFB WP11334.

I note that per paragraph 5.5 of the TOR, the bidding company should be existence for 3 years.

Our offices in South Africa has been in existence for 2 years, however globally, we have been in existence for 15 years. Would that be sufficient to meet the requirement of par 5.5?

##### Answer 1

It remains the prerogative of the Service Provider to provide the necessary information to substantiate the experience and existence of the company. Please also refer to Evaluation Criteria, Paragraph 2.1. for further detail.

##### Question 2

We have noted that the department is seeking to appoint cyber/digital forensic experts as part of the panel, would the department therefore consider the evaluation of these experts separate to those of the "normal" forensic investigations? Our reason for asking is that different qualifying criteria is adhered to by digital forensic experts.

##### Answer 2

Unfortunately not. The criteria was designed with the view to appoint service providers who can respond to any complaint that may be referred to them regardless of whether it is a cyber-incident or not.

##### Question 3

Will the department consider a company such as ours that specialises in cyber/ digital forensic investigations, E-Discovery specialist, Cyber Incident Response services and litigation support services. Or is the department seeking to appoint a supplier that has all the listed requested services in-house?

##### Answer 3

The Listed Specification Requirements will all be evaluated to determine the successful bidder. Please refer to Evaluation Criteria attached to the TOR as well as allocated points in this regard.

#### Question 4

On page 8 point 5.5: The bidding company must be in existence for at least 3 years with 3 years relevant experience in delivering the required forensic services.

#### Answer 4

This is not a disqualification criteria. The Listed Specification Requirements will all be evaluated to determine the successful bidder.

Experience will be evaluated in terms of the Evaluation Criteria, Paragraph 2.1.

#### Question 5

Please advise the cut-off date for tender enquiries.

#### Answer 5

25 October 2020

#### Question 6

How many managers (excluding senior manager) should be on the proposed team? (the proposal refers to one senior manager and one manager, except on page 11 of the terms of reference where there are two managers included in the table).

#### Answer 6

One Manager

#### Question 7

What does the Department suggest as proof of years of existence as referred to on page 8 point 5.5.1 of the terms of reference, if CIPC certificate may not be used?

#### Answer 7

**5.5.2. Proof of relevant experience by the firm should be provided by means of case studies detailing the type of projects, the period of the projects, the magnitude of the projects and the result of the projects in the past three (3) years. Reference letters from former clients must be attached. The case studies must include the following information:**

- type and nature of investigation conducted;
- actual hours or days spent in concluding the investigation;
- value adding recommendations made during the investigation;
- outcome of the investigation;
- any successful criminal prosecutions or convictions; and
- Provide a list of (3) three references of the previous investigation work done in the past 3 years. The list should contain the client's name, the contact person and the contact details.

**NB: the Department of Water & Sanitation reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.**

### Question 8

Should any copies additional to the original proposal be submitted as well?

### Answer 8

Yes copy and the original bid document must be submitted

### Question 9

Should an electronic copy additional to the original proposal be submitted?

### Answer 9

No.

### Question 10

Referring to the "BAS" Entity maintenance pages attached to page 33 of the tender documents: Are these documents compulsory to complete as is? If yes, should be attach any supporting documentation thereto? If no, would a bank confirmation letter be sufficient in place of the BAS entity maintenance forms?

### Answer 10

BAS" Entity maintenance must be completely filled and attached to the bid document. Bank confirmation letter is insufficient in place of the BAS entity maintenance form.

### Question 11

Keeping in mind businesses' current working from home status due to Covid-19, would it be permitted to sign SBD's using an electronic signature?

### Answer 11

The signatures on all the SBD forms must be original not electronic.

### Question 12

I have a question about page 8. It says the CVs must be submitted in a form on a table. When it comes to case studies or other relevant reference. Does it mean each person must have their own reference to prove relevant experience and knowledge in field of expertise? I would really like some clarity. Your response would be highly appreciated.

### Answer 12

Yes. It must be done in the prescribed format.

- 5.4. Bidders must submit comprehensive CV's of all key staff in the following format:
- 5.4.1. 1<sup>st</sup> column: name and id number of key staff member;
  - 5.4.2. 2<sup>nd</sup> column: relevant qualification(s) and courses successfully completed;
  - 5.4.3. 3<sup>rd</sup> column: number of years' relevant experience indicated in numerical format; and
  - 5.4.4. 4<sup>th</sup> column: case studies to prove relevant experience and knowledge in field of expertise (as indicated in below table).

**Definition of case studies: Investigation assignments that have been previously undertaken in the past three years.**

Name and ID number of key staff member (indicate whether a person is the lead partner/ senior manager/ manager/ investigator)	Relevant qualification(s) and courses successfully completed	Number of years' relevant experience in <u>numerical</u> format (Only indicate the number of years performing this specific work / services).	Only relevant case studies or relevant other proof and relevant references to prove relevant experience and knowledge in field of expertise.
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**NB: If key staff is not composed of a lead partner / senior manager/ manager/ investigator then it must specifically be mentioned in order to ensure that proposals are not evaluated based on incorrect information.**

Question 13

Please will you advise on whether it is only EME's or QSE's that will be considered for this panel.

Answer 13

No. All Enterprises will be considered.

Question 14

Kindly indicate whether is mandatory to have a subcontractor?

Answer 14

No

Question 15

Whether or not the submission should contain the additionally capacity such as engineers or it should be on adhoc based on the scope of work?

Answer 15:

It will be on adhoc basis as and when required. This means that it will be for specific assignments.