

BID NUMBER DHA21-2025: THE APPOINTMENT OF AN APPROPRIATELY QUALIFIED SERVICE PROVIDER/S WITH SUITABLE EXPERIENCE TO RENDER INTERNAL AUDIT SERVICES AND FORENSIC INVESTIGATION ON BEHALF OF THE DEPARTMENT ON AN “AS-AND-WHEN REQUIRED” BASIS, OVER A PERIOD OF THREE (3) YEARS, WITH AN OPTION TO EXTEND WITH A FURTHER TWO (2) YEARS SUBJECT TO SATISFACTORY PERFORMANCE AND AVAILABILITY OF FUNDS.

Firms may ask for clarification on the tender document or any part thereof, up to close of business 1 week before the deadline for the submission of the bids – The deadline close of business of 16 January 2025.

No.	Questions	Answers
1.	Need clarity on page 25 of 47 where it requires name and surname, are we allowed to replicate if we have more than one internal auditor on team to put all the names down or you just require one name for this exercise?	The department is testing the bidder's capacity to perform the work and bidders are required to comply with what is required by providing a name for a director, a manager, a senior internal auditor, internal auditor, including information systems auditor and IT specialist.
2.	Want to confirm from your proposal, are we allowed to pitch for one category, we do not have to pitch for both, but that's more confirmation.	Bidders can submit a bid for category one or category two or for both categories.
3.	On page 17, the quality assurance only refers to the internal audit standard. However would it be sufficient if we pitch for only category to the forensic investigations? If we confirm we will adhere to the ICFP and ACFE standards, if that's correct.	<p>Bidders are advised that where proposals are submitted specifically for the forensic investigations' category, it is acceptable to apply quality assurance standards that are relevant to forensic and investigative work.</p> <p>Accordingly, adherence to recognised professional standards such as those of the Association of Certified Fraud Examiners (ACFE) and the International Compliance and Fraud Professionals (ICFP) will be deemed sufficient for this</p>

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		<p>category. Bidders may also refer to any other relevant investigative standards they apply in the execution of forensic investigations.</p> <p>Bidders are encouraged to clearly outline the standards, methodologies, and quality assurance processes that will be applied in delivering the forensic investigation services, to demonstrate compliance with the bid requirements.</p>
4.	<p>In terms of pricing schedule for this panel appointment, we will pitch the hourly rate per resource. And then your specific disbursement capped at 10% and your technology will then be on a case bases if RFQ's are issued</p> <p>further on page 24 for the costing table the AGSA yearly rates. The first year we use this years rate, however for year 2 and year 3 those rates are only published later, how do complete the table for year 2 and year 3? Assumption of a 5% or 8% increase.</p>	<p>Bidders are required to use the AGSA guidelines as a point of reference when completing the costing table. The Department acknowledges that the AGSA rates for Year 2 and Year 3 are not available at this stage. Accordingly, bidders may apply their own reasonable percentage increases to the Year 1 AGSA rates in order to complete the pricing for Year 2 and Year 3.</p> <p>The percentage increase applied must be:</p> <ul style="list-style-type: none"> Clearly stated in the costing table or pricing schedule; and Applied consistently across all resource categories. <p>Bidders are further advised that the rates submitted for all three years will be locked in and will be the rates applicable for the duration of the panel appointment, subject to the applicable SCM processes.</p>
5.	Are we allowed to provide discounts.	<p>Yes, bidders are permitted to offer discounted rates. The discounted rates submitted will be considered the firm and binding rates for evaluation purposes and, if appointed, for the duration of the panel appointment, subject to applicable SCM processes.</p>

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6.	For legal specialist for the forensics, do you want this to only be an admitted. It is legal specialist or should it be a practising legal specialist	The bid does not specify whether the legal specialist must be admitted or practising. Bidders are required to comply only with the mandatory requirements as outlined in the bid documentation. No additional requirements apply.
7.	On page 28 of the document the director can be a CFE, CIA, but it doesn't make provision for the director to be an FPSA. However, when we say bodies, the director can adhere to, ICFP is accepted? Just want to find out why the designation of FPSA is not included for a director.	<p>The Department acknowledges that not all professional designations may have been explicitly listed in the bid document and that the exclusion of the FPSA designation may have been an omission.</p> <p>Where a qualification or professional designation is relevant to forensic investigation and assessed to be at an NQF Level 8 or equivalent, such designation will be considered, provided that the bidder complies with all other mandatory requirements set out in the bid documentation.</p> <p>Accordingly, the FPSA designation issued by the ICFP may be considered for the Director role, subject to verification of relevance, equivalence, and compliance with the remaining bid requirements.</p>
8.	In terms of the FPSA, that is not limited to only the director, it is also relevant to the other levels of resources, so if we can request that the FPSA consideration also be included if possible	Refer to question 7's answer.
9.	Should we decide to bid for both categories, should we submit them separately or its fine if we make one submission.	Bidders may choose to submit either one combined submission or separate submissions for Category A and Category B. If a single combined submission is made, all information must be clearly packaged, labelled, and presented separately

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		for each category, and must fully comply with the respective requirements for Category A and Category B.
10.	The certified copies is there a time frame of how long should the qualifications be certified?	Certified copies of qualifications must be clear, legible, and certified by a Commissioner of Oaths. The Department will not accept certified copies that are older than six (6) months at the time of bid submission.
11.	In some instances you do find that we've got one reference letter that covers a couple of services, it will cover also internal IT as well as internal audit or will it be fine to duplicate across the different services that are required within internal audit	Reference letters may cover multiple services or areas, provided it is clearly demonstrated which specific services or areas the reference pertains to. A single reference letter may therefore be used to cover more than one service, such as internal IT and internal audit, or general controls and application controls, as long as the relevant experience is clearly indicated for each area. However, if a reference letter is used for multiple purposes, it must still meet all the specific requirements outlined for each service area.
12.	There is requirement specifically on IT, whereby there needs to be a split between general controls and application controls. In normal circumstances you find It services provide both and it will be one draft of reference letter. Can we duplicate it across between the general controls and application controls for the same letter.	Refer to question 11's answer.
13.	Aspect now on the ceiling and marking the bids. There is an inner envelope and outer envelope, please just maybe simplify that to understand the packaging of the tender.	It's there on page on page seven of the tender document, the paragraph 2.13 webinars are required to use. According to this paragraph, it's going to be 3 envelopes the way one will be for technical bid and the other one will be for

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		financial bid and then these two envelopes will be put in one envelope which will be addressed to the Department of Home Affairs.
14.	<p>Members raised this matter during the briefing, and the Department's representatives kindly acknowledged that while they have endeavoured to include all relevant professional bodies, it is possible that some may have been inadvertently omitted. They indicated a willingness to consider any such omissions and to make the necessary amendments where appropriate.</p> <p>In light of this, I would like to respectfully request that you include individuals with the professional designation (FP)SA in Category 2 of the tender. The (FP)SA is the first and only SAQA-recognized professional designation developed specifically for Commercial Forensic Practitioners in South Africa, awarded by the ICFP to practitioners who meet rigorous educational and practical experience criteria, and it encompasses comprehensive expertise across forensic accounting, law, investigation, IT, and fraud risk management tailored to South Africa's legislative and regulatory environment. Given the Department's preference for locally relevant, SAQA-aligned credentials for public sector work, we respectfully request that the (FP)SA designation be explicitly included in the list of acceptable professional certifications under Category 2 – Forensic Investigations mandatory requirements.</p>	<p>The Department acknowledges that not all professional designations may have been explicitly listed in the bid document and that the exclusion of the FPSA designation may have been an omission.</p> <p>Where a qualification or professional designation is relevant to forensic investigation and assessed to be at an NQF Level 8 or equivalent, such designation will be considered, provided that the bidder complies with all other mandatory requirements set out in the bid documentation.</p> <p>Accordingly, the FPSA designation issued by the ICFP may be considered for the Director role, subject to verification of relevance, equivalence, and compliance with the remaining bid requirements.</p>
15.	<p>The SBD 3.3 is requiring a ceiling price.</p> <p>The pricing schedule on Page 23 only requires the Hourly Rate per professional Resource and Average Total Rate.</p>	<p><i>"With reference to your query regarding the completion of SBD 3.3, please note that there are no budgeted hours provided for Category 1 and Category 2 resources.</i></p>

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	<p>Is there a Budgeted Hours for each of the Category 1 and Category 2 that Bidders can use to determine a ceiling price?</p> <p>OR</p> <p>Do you require we only insert the Average Total Rate for the three years on the SBD 3.3?</p>	<p><i>Accordingly, bidders are required to insert only the Average Total Rate for the three-year period on the SBD 3.3, as reflected in the pricing schedule on Page 23."</i></p>
16.	<p>Please confirm the number of years of experience required for a senior forensic investigator and a forensic investigator, as the TOR reflect that the forensic investigator requires ten years' experience, but the senior investigator only needs five years?</p>	<p>Kindly note that the minimum required years of experience the Senior Forensic Investigator is five (5) year and the Forensic Investigator should be three (3) years and not Ten (10) years.</p>
17.	<p>Please confirm that should expert resources be required for a specific assignment, costing for such resource will only be required at quotation stage once appointed to the panel, and is not required to be provided here?</p>	<p>The resources required for the bid submission are strictly as specified in the bid document. No additional expert resources are required to be costed or included.</p>
18.	<p>Specifically, on pages 27 to 29 relating to the mandatory requirements for Category 2 – Forensic Investigation, could you please clarify the following points:</p> <p>For Project Managers and Senior Managers, an NQF Level 7 or higher qualification in forensics or criminal-related fields is required. If our team members are Certified Fraud Examiners (CFE), would this certification be considered compliant with the NQF requirement?</p>	<p>We confirm that for Project Managers and Senior Managers, the requirement of an NQF Level 7 or higher qualification in forensic or criminal-related fields may be satisfied through professional certifications that are recognised as equivalent in forensic practice.</p> <p>Certified Fraud Examiner (CFE) certification is regarded as a relevant and acceptable professional qualification within the forensic investigation discipline.</p>
19.	<p>If our team members are Chartered Accountants and hold Honours degrees in Accounting, would these qualifications meet the requirement of an NQF Level 7 or higher qualification in forensics or criminal-related fields?</p>	<p>Bidders are required to strictly comply with the qualification requirements as set out in the bid document. For Project Managers and Senior Managers, an NQF</p>

No.	Questions	Answers
		Level 7 or higher qualification specifically in forensics or criminal-related fields is mandatory.
20.	The requirement for a Forensic Investigator (or equivalent role) indicates 10 years of relevant experience . Could you please confirm whether this is correct, or if it was intended to be 1 year of relevant experience ?	Kindly note that the minimum required years of experience for the Forensic Investigator should be three (3) years and not Ten (10) years.
21.	In terms of your scope of work, there's a provision made for the image of digital devices, however, the pricing schedule does not make provision for the digital evidence and imaging of the specific devices. Would that be on an RFQ basis	Bidders must provide pricing as required in the tender document.
22.	Please confirm that costing for digital forensic services, including data recovery and imaging of devices will only be required at quotation stage, once appointed to the panel?	Bidders must provide pricing as required in the tender document.