

SBD 1: PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH MARITIME SAFETY AUTHORITY					
RFQ NUMBER	1758	ISSUE DATE	16 July 2026	CLOSING TIME:	11h00 A.M.
		CLOSING DATE	27 July 2026		
DESCRIPTION	Appointment of a Forensic Investigator to undertake the below: (a) Forensic investigation into the Whistle-blower report and, (b) Irregular, fruitless, wasteful expenditure determination test as required by the PFMA.				
BRIEFING SESSION (If applicable)	COMPULSORY BRIEFING SESSION Due to the confidential nature of whistleblower allegations, the complexity of the investigation and the inability to disclose irregular expenditure registers publicly, attendance is mandatory.				
	DATE	22 July 2026			
	TIME	13H30 to 14H30			
	VENUE	Microsoft Teams meeting			
	LINK	Join:			
	MEETING ID	Meeting ID: 332 218 679 839 561			
	PASSCODE	Passcode: Z6dL3NU6			
	NOTE: Failure by the bidder to attend the compulsory briefing session will result in automatic disqualification from the evaluation process				
DELIVERY ADDRESS	SAMSA, 146 LUNNON ROAD, HILLCREST, PRETORIA				
VALIDITY PERIOD	Price quoted should remain valid for at least thirty (60) days after the closing date.				
ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO:					
<u>rfgresponses@samsa.org.za</u> (EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER)					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	Prince Kotu				
TELEPHONE NUMBER	012 366 2683				
E-MAIL ADDRESS	pkotu@samsa.org.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					



POSTAL ADDRESS				☐	☐
STREET ADDRESS				☐	☐
TELEPHONE NUMBER	CODE		NUMBER	☐	☐
CELLPHONE NUMBER				☐	☐
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAXCOMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	Yes No IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		Yes No YES, ANSWER QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				YES	NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				YES	NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				YES	NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				YES	NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				YES	NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

SBD 1: PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.
- 1.5. PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
- 1.6. ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.
- 1.7. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
- 1.8. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.

2. TAX COMPLIANCE REQUIREMENTS

21. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
22. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
23. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
24. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
25. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
26. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
27. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

**SUPPLIER SECTION: PLEASE CONSIDER THE BELOW SECTION AND CHECKLIST
REQUIRED SUPPORTING DOCUMENTS & CHECKLIST**

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address not older than 3 months	
9	Medical certificate/ Assessment	

****ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDING POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED WILL RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS**

SBD 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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.

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 interest¹ 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**

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:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 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 consortium¹ will not be construed as collusive bidding.

3.4 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.

3.5 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.

3.6 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.

3.7 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.

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

SBD 6.1

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

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

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

GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to bid:

- (a) the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- (b) the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:

- (c) Price; and
- (d) Specific Goals.

1.2 The preference point system application must not exceed 100 and must be applied as per below:

1.2.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

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

** Point allocation break down provide below

1.2.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	7
b) who is a female	5
c) who has a disability	2
Goal 2: who is youth	3
Goal 3: Locality (NATIONAL)	3
TOTAL	20

1.2.2 The 90/10 preference system:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS**	10
Total points for Price and SPECIFIC GOALS	100

** Point allocation break down provide below

1.2.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	4
b) who is a female	2
c) who has a disability	1
Goal 2: who is youth	1
Goal 3: Locality (NATIONAL)	2
TOTAL	10

1.3 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

1.4 SAMSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by SAMSA

DEFINITIONS

- (a) **locality**” means the promotion of SMMEs located within the specific area;
- (b) **“bid”** 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 bidding process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“bid 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 SAMSA and a third party that produces revenue for SAMSA, 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
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

2 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
$P_s = 80 \left(1 - \frac{P_t - P}{P} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P}{P} \right)$
Where		
P _s	=	Points scored for price of bid under consideration
P _t	=	Price of bid under consideration
P _{min}	=	Price of lowest acceptable bid

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
$P_s = 80 \left(1 + \frac{P_t - P}{P} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P}{P_{max}} \right)$
Where		

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. Specific goals for the bid and points claimed are indicated per the table below.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL	Percentage (%) owned	Points claimed (as per 1.4) (multiply % by the points allocated on 1.4)
HDI	Equity ownership by persons who had no franchise in the national elections		
	Equity ownership by women		
	Equity ownership by disabled persons		
	Equity ownership by youth		
	Locality (NATIONAL)	N/A	

4.2. Specific goals for the bid and points claimed are indicated per the table below: 80/20 preference system.

4.2.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	Maximum points that can be scored	Points being claimed by supplier
HDI	Equity ownership by persons who had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	
	Equity ownership by women (ID copies of ALL listed owner/s, BBBEE certificate)	5	
	Equity ownership by disabled persons (Medical certificate/ Assessment)	2	
	Equity ownership by youth (ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter) NB. Lease agreements are not acceptable as proof address.	3	
	TOTAL	20	

- ** Claimed points can only be allocated where supporting documents have been provided.
 ** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD
 ** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation
 ** Refer to checklist attached to ensure correct document submission

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. Company/ firm physical address (for claiming locality points):

.....

5.4. 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]

5.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

5.6. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS

.....

5.7. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

5.8. 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 bid, 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 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA 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, SAMSA may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder 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

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

SPECIFIC GOAL	DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED
Equity ownership by persons who had no franchise in the national elections	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership by women	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership by disabled persons	Medical certificate/ Assessment
Equity ownership by youth	ID copies of all listed owner/s as per CSD report
Locality	Address (not older than 3 months) must be listed on the CSD, accompanied by a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g., Utility bill, bank/ account statement, Municipal councillor's letter.

ANNEXURE A – DESCRIPTION & REQUIRED DOCUMENTS
SAMSA SCM SECTION

DESCRIPTION OF GOODS/ SERVICES REQUIRED BY SAMSA

BACKGROUND INFORMATION

The purpose is to outsource the services of a Forensic Investigator to undertake the following:
(a) A forensic investigation into the Whistle-blower report and,
(b) Irregular, fruitless, wasteful expenditure determination test as required by the PFMA.

SAMSA is a Schedule 3(a) public entity in terms of the PFMA.

SCOPE OF WORK

1. Forensic Investigation

The key objective of this project is:

- 1.1 Undertake an investigation to determine whether the whistle-blower allegations are true in nature by interviewing individuals as mentioned in the whistleblowing report;
- 1.2 Examining documentation related to the allegation as per the whistleblowing report;
- 1.3 Interview relevant employees and obtain evidence to support investigation findings;
- 1.4 Sight visitation as part of the investigation to ascertain the existence of the property in question as mentioned in the whistleblower report;
- 1.5 Determine if laws, regulations, Delegations of Authority and SAMSA policy were followed during the procurement of the goods and services;
- 1.6 Where instances of non-compliance are identified, determine if such were reported to the next level of authority (Executive Manager);
- 1.7 Obtain sworn statements from the interviewees, if possible, as support to the evidence provided; and
- 1.8 Sight visitation to companies listed in the whistleblower report to confirm allegations thereto.

2. Determination Test of Unauthorised, Irregular, Fruitless and Wasteful Expenditure

- 2.1 The purpose and objectives of this determination test are to:
 - 2.1.1 To determine the root causes that led to unauthorised, irregular, fruitless and wasteful expenditure;
 - 2.1.2 Ascertain whether SCM policies and processes were contravened and if so, determine the root cause and the official or officials responsible for the irregular or fruitless and wasteful expenditure;

- 2.1.3 Determine any losses incurred
- 2.1.4 Determine allegations of fraudulent, corrupt, or other criminal conduct; and
- 2.1.5 Breakdown in the designed internal control systems.

2.2 **Extent of the Irregular Expenditure**

The investigation will cover the period from 1 April 2023 to 31 March 2026, with the priority focus initially on the period 1 April 2025 to 31 March 2026.

Bidders must note that there are both confirmed and unconfirmed irregular expenditure transactions within the stated period. As at the date of this RFQ, the confirmed irregular expenditure amounts to R171 million.

However, this amount is not exhaustive. Any additional transactions that may be subsequently identified and confirmed through internal or external processes within the stipulated period will form part of the investigation and must be included in the scope of work and pricing considerations.

Furthermore, the service provider must acknowledge that any other transactions identified by management, falling within the above-mentioned period, will automatically be included in the investigation scope.

- 2.3 The service provider shall also undertake an investigation/determination test on the historical balance of R 612 million incurred over a period from 1 April 2013 to 31 March 2025, which also forms part of the scope of work and pricing considerations.

Due to the requirements of the Protection of Personal Information Act (POPIA) and applicable internal governance documents, the irregular expenditure registers cannot be shared during the RFQ process. Notwithstanding this limitation, relevant details may be discussed and clarified during the compulsory briefing session.

2.4 Location of the project

The bidder must be capable of mobilising resources within the Western Cape and Pretoria locations, which is required for the purposes of the assignment.

- 2.5 The service provider must perform an independent expert determination, including technical verification and assurance, to confirm whether services were rendered in respect of the identified irregular expenditure and whether such expenditure resulted in value for money to the organisation, which must include, but not be limited to, the following:

2.5.1 **Technical and Expert Assessment**

- 2.5.1.1 Perform an **independent technical assessment**, utilising appropriately qualified specialists (including marine engineering expertise where applicable), to evaluate the nature and quality of services allegedly rendered by suppliers.

2.5.1.2 Provide an **expert opinion** on whether the goods and/or services claimed were in fact delivered in accordance with contractual or operational requirements and industry standards.

2.5.1.3 Perform a **value for money assessment**, including determining whether the costs charged by service providers are reasonable, market-related, and commensurate with the work performed;

2.5.2 Verification of Service Delivery

2.5.2.1 Verify, through supporting evidence and physical/technical validation where applicable, that:

2.5.2.2 The services or goods were **actually rendered or delivered**;

2.5.2.3 The scope of work executed corresponds with invoices and payment claims; and

2.5.2.4 There is sufficient proof of performance (e.g., reports, certifications, inspection findings, logbooks, or equivalent records).

2.5.3 Value for Money Assessment

2.5.3.1 Conduct a detailed **value for money analysis**, including:

2.5.3.1.1 Assessment of whether the pricing is reasonable, market-related, and commensurate with the work performed;

2.5.3.1.2 Benchmarking costs against industry norms or similar projects where possible; and

2.5.3.1.3 Determination of whether the organisation derived **fair, reasonable, and commensurate value** from the expenditure incurred.

2.5.4 Assurance and Conclusion

2.5.4.1 Provide **independent assurance** on each transaction reviewed, clearly indicating:

2.5.4.1.1 Whether services were rendered;

2.5.4.1.2 Whether the services met the required technical and contractual standards; and

2.5.4.1.3 Whether value for money was achieved.

2.5.4.1.4 Each case must be categorised with a clear outcome, such as:

2.5.4.1.4.1 Value for money achieved;

2.5.4.1.4.2 Partial value for money;

2.5.4.1.4.3 No value for money; or

2.5.4.1.4.4 Inconclusive (with reasons).

2.5.4.2 The independent expert opinions and assurance provided must be:

2.5.4.2.1 Based on sufficient, appropriate, and verifiable evidence;

2.5.4.2.2 Prepared with due professional care and in accordance with recognised professional standards; and

2.5.4.2.3 Clearly supported by technical analysis and documented findings.

2.6 The service provider acknowledges that:

2.6.1 The findings, expert opinions, and assurance reports will be relied upon by SAMSA's governance structures, including the Loss Control Committee (LCC) and the Executive Authority, in making determinations regarding irregular expenditure, including condonation, recovery, or further action; and

2.6.2 Such reports may be used as formal evidence in internal and external processes, including audits, investigations by oversight bodies, and proceedings before legislated institutions, including courts of law.

3 SUPPORTING EVIDENCE AND REPORTING

3.4 The service provider shall prepare and submit a comprehensive, detailed, and evidence-based Investigation Report for all determination assessments conducted. The report must be structured in a clear and logical manner and must provide sufficient detail to support decision-making and withstand audit and legal scrutiny.

3.5 The Investigation Report must include, at a minimum, the following components:

3.5.1 **Detailed findings per case**, including a clear description of the transaction, supplier, and nature of the irregular expenditure;

3.5.2 **Technical assessment and expert opinion**, confirming whether the services (including vessel repairs and maintenance) were rendered, the extent and quality of such work, and whether the work complies with applicable technical and industry standards;

3.5.3 **Value for money assessment and conclusion**, indicating whether the costs charged by the service provider are reasonable, market-related, and commensurate with the work performed, including a clear determination outcome (value for money achieved, partially achieved measured in percentages, or not achieved);

3.5.4 **Identification of responsible persons**, where applicable, including any officials, suppliers, or other parties whose actions or omissions contributed to the irregular expenditure;

3.5.5 **Recommendations for remedial actions**, including corrective measures required to address identified deficiencies or financial implications (e.g., recovery of funds, contract adjustments);

- 3.5.6 **Recommendations for preventative measures**, aimed at strengthening internal controls, improving procurement and contract management processes, and preventing recurrence of similar irregularities;
- 3.5.7 **Recommendations on sanctions**, where applicable, including suggested disciplinary, administrative, or contractual actions against responsible parties in line with applicable policies and legislation;
- 3.5.8 **Recommendations for further investigation**, including referral to external bodies such as the South African Police Service (SAPS) or other relevant authorities, where there is reasonable suspicion of fraud, corruption, or other unlawful activities; and
- 3.5.9 **Supporting evidence and audit trail**, ensuring that all findings, conclusions, and recommendations are fully substantiated and traceable to verifiable documentation and technical analysis.
- 3.6 The report must present findings in a manner that provides **independent, objective, and defensible assurance** and must be suitable for reliance by SAMSA's governance structures, including the **Loss Control Committee (LCC)** and the Executive Authority.
- 3.7 In summary, the reports provided must provide the following answers for each transaction:
- 3.7.1 Is it irregular expenditure?
- 3.7.2 Was the service delivered?
- 3.7.3 Did the service meet the specification?
- 3.7.4 Was the pricing reasonable?
- 3.7.5 Was the pricing market-related?
- 3.7.6 Was value for money obtained?
- 3.7.7 Was there financial loss?
- 3.7.8 Is recovery recommended?
- 3.7.9 Is condonation recommended?
- 3.7.10 Is disciplinary action recommended?
- 3.7.11 Is criminal referral recommended?
- 3.8 The service provider acknowledges that the Investigation Report may be used as **formal evidence** in internal governance processes, audits, and external proceedings, including those involving legislated institutions and courts of law. Accordingly, the report must be **accurate, complete, and capable of withstanding professional, audit, and legal scrutiny**.
- 4 INDEPENDENCE AND IMPARTIALITY**
- 4.4 The bidder and key project members/staff must:
- 4.4.1 Declare any potential conflicts of interest prior to commencing the investigation.

- 4.4.2 Operate independently of management, the Board, and all parties involved.
- 4.4.3 Ensure procedural fairness, transparency, and objectivity throughout the investigation.
- 4.4.4 Avoid any conduct that could prejudice the investigation or the parties involved.

5 CONFIDENTIALITY

- 5.4 All information, documents, and interviews must remain strictly confidential.
- 5.5 The information obtained may only be used for the purposes of the investigation.
- 5.6 The investigator is expected to maintain confidentiality even after the conclusion of the investigation.

6. GEOGRAPHICAL COVERAGE AND RESOURCE AVAILABILITY

- 6.1 The successful bidder shall be required to provide services in the Western Cape and Gauteng provinces and must ensure that resources are available to render the services at either location as and when required. Bidders must include all travel, accommodation, subsistence, and any other related costs in their total bid price. No additional costs for travel or related expenses will be accepted by SAMSA during the contract period.

7 DELIVERABLES

- 7.1 The appointed Service Provider is expected to provide:
 - 7.1.1 Investigation Plan: outlining methodology, timelines, and stakeholder engagement.
 - 7.1.2 Interview Records: documenting all interviews conducted with witnesses, complainants, and the accused.
 - 7.1.3 Evidence Bundle: including all documentation reviewed and referenced.
 - 7.1.4 Draft Report: for internal review prior to submission.
 - 7.1.5 Final Investigation Report: including factual findings, analysis, conclusions, and recommendations for action as outlined in paragraphs 2 and 3 of the scope of work.
 - 7.1.6 Develop an irregular, fruitless and wasteful expenditure impracticality framework.
 - 7.1.7 The bidder will:
 - 7.1.7.1 Provide weekly progress updates to: Risk Senior Manager and LCC through the LCC Chairperson
 - 7.1.7.2 Summary of the deliverables:
 - 7.1.7.3 **Deliverable 1**
 - 7.1.7.3.1 Forensic Investigation Report & Determination test report for the R171 million, including the value for money and technical assessment report.
 - 7.1.7.4 **Deliverable 2**
 - 7.1.3.4.1 Irregular Expenditure Determination Report from the years 2013-2025 (historical balance)

7.1.7.5 Deliverable 3

7.1.7.5.1 Develop an irregular, fruitless and wasteful expenditure impracticality framework

7.1.7.6 Deliverable 4

7.1.7.6.1 Consolidated final report

8 PROJECT TIMELINES

8.1 **Commencement of the Project:** within seven (7) days of appointment.

8.2 **Duration:** not to exceed 4 months, unless exceptional circumstances arise.

8.3 **Deliverable 1:** This deliverable is due within 2 months from the date of appointment.

8.4 **Deliverable 2,3& 4:** these deliverables are due prior to the end of 4 months from the date of appointment

8.5 **Interim Updates:** The investigator shall provide weekly progress updates to the Risk Senior Manager and LCC through the LCC Chairperson.

9 KEY TEAM EXPERTISE

9.1 The bidder must ensure that it has the following **minimum key personnel** assigned to the project. These resources are considered critical for the successful execution of the assignment and must meet the specified qualifications, professional registrations, and minimum post-qualification experience:

TEAM MEMBER	QUALIFICATION	PROFESSIONAL INSTITUTION	MINIMUM EXPERIENCE POST QUALIFICATION
Project Lead	CA(SA), RA	SAICA, IRBA	10 years
Accounting Expert	CA(SA), RA	SAICA, IRBA	5 years
Forensic and Risk Expert	CFP-FA, CFE	ICFP, ACFE	5years
Technical Expert	Marine engineers, Marine Surveyor, or Classification Society Surveyor	(SAIMENA);	5 years
Technical Expert	Naval Architecture	(SAIMENA);	5 years
Legal Expert	Admitted High court Attorney	LPC	5 years public law experience.

9.2 The bidder shall utilise only the Key Personnel whose curricula vitae (CVs), qualifications, and experience were submitted and evaluated as part of this bid. Any proposed changes to the approved team must be submitted in writing and shall be subject to the prior written approval of SAMSA.

9.3 Any replacement personnel must meet or exceed the minimum qualification, professional registration, and experience requirements as specified and evaluated in this bid.

9.4 The changes to staff members must meet the minimum criteria evaluated for this bid.

10 GENERAL CONDITIONS

10.1 SAMSA reserves the right not to appoint a service provider or to cancel the RFQ process.

10.2 SAMSA reserves the right to immediately terminate the contract in cases of material breach, negligence, or persistent underperformance.

10.3 SAMSA may further escalate such matters in accordance with applicable regulatory frameworks, including reporting to relevant authorities, where warranted.

10.4 Only the approved and evaluated key project team members, as part of your proposal, must be part of the audit project, and any changes to the key project team members must be formally submitted for approval by SAMSA. Replacements of the project key team members must meet the same mandatory requirements as stipulated in this RFQ.

10.5 All other provisions, instructions, and notes contained in this Request for Quotation (RFQ), including those relating to evaluation criteria, pricing requirements, and quotation submission, shall be deemed to form part of and be applicable to these General Conditions.

10.6 The service provider shall remain fully responsible and accountable for all work performed by subcontractors or third parties and must ensure that such parties comply with the **applicable professional standards, qualifications, and registration requirements as stipulated in the scope of work**. Any failure by a third party to meet these requirements will be treated as non-performance by the service provider.

11 SPECIAL CONDITIONS

11.1 The service provider shall be fully responsible for the quality and completeness of all work performed. Any work deemed unsatisfactory, incomplete, or non-compliant with the agreed scope, specifications, or professional standards shall be re-performed, corrected, or amended at the sole cost of the service provider.

- 11.2 Under no circumstances shall SAMSA be liable for any additional costs arising from rework, including but not limited to corrections, revisions, or amendments requested by SAMSA management, audit functions, or governance structures (including LCC).
- 11.3 All such rework and required amendments shall be deemed to be included in the original quoted price, and no additional fees or charges shall be entertained.
- 11.4 The bidder, its directors, shareholders, employees, subcontractors and proposed experts must declare any actual, perceived or potential conflict of interest involving:
- 11.4.1 SAMSA;
 - 11.4.2 MSP;
 - 11.4.3 Suppliers under investigation;
 - 11.4.4 Officials under investigation;
 - 11.4.5 Related parties.
- 11.5 Failure to disclose shall constitute grounds for disqualification or termination.

12 PAYMENTS AND INVOICING

- 12.1 The quoted price must be all-inclusive, covering inflation, VAT, and any other miscellaneous costs required to deliver on the full scope of work as outlined in this RFQ.
- 12.2 The quoted amount must include all travel and associated expenses required to conduct interviews, site visits or meetings within Gauteng and the Western Cape.
- 12.3 All submitted invoices must detail the work performed during the invoice period.
- 12.4 Payment will be effected by achieving the following milestones:

Milestone	Payment
Approved Inception Report	10%
Completion of Fieldwork	30%
Draft Reports	30%
Final Approved Reports	30%

- 12.5 The bidder is expected to complete the investigation within the agreed timeline, with all deliverables submitted as per the Terms of Reference.
- 12.6 Any travel outside Gauteng and the Western Cape Province must be agreed in writing with SAMSA and will be done through SAMSA's travel agency, in line with SAMSA's travel policy.

SAMSA reserves the right to immediately terminate the contract in cases of material breach, negligence, or persistent underperformance. Payment shall be made for the work completed to

SAMSA's satisfaction.

PHASE 1

MANDATORY REQUIREMENT

All RFQ responses that do not meet the Mandatory Technical Requirements will be disqualified and will not be considered for further evaluation on the Other Technical Requirements.

The Mandatory Technical Requirements are as follows:

Mandatory requirement	Comply	Not Comply
The bidder (firm) must be registered with the following: • Independent Regulatory Board for Auditors (IRBA); and • South African Institute of Chartered Accountants (SAICA); Bidders must submit a valid and current letter or certificate from the professional body/bodies confirming such membership.		
The director(s) or owner(s) of the company should have the minimum qualifications: • Certified Fraud Examiners (CFE) and a valid member of the Certified Fraud Examiners (ACFE); • Registered Auditor (RA) and valid membership with Independent Regulatory Board for Auditors (IRBA); and • CA(SA) and valid membership with the Institute of South Africa Chartered Accountants (SAICA) Bidders must submit a letter or certificate from the professional body/bodies confirming such membership/Certificate. NB: Important to note • The required membership/Certificate is applicable to both director(s) or owner(s) who will be involved in a project. SAMSA reserves the right to verify the membership during evaluation. • The bidder shall only make use of the Key Team member/s who's CVs/Reference/Qualifications were evaluated for this Bid. Any changes to the team must be in writing and agreed with SAMSA.		
The service provider must ensure that the proposed key team members assigned to this project possess the requisite qualifications and are appropriately registered		

with recognised professional bodies. At a minimum, the key experts must demonstrate Qualifications and Active membership and/or registration, in good standing, with the following recognised professional bodies (where applicable to their area of expertise): • Certified Fraud Examiners (CFE) and a valid member of the Certified Fraud Examiners (ACFE); • Registered Auditor (RA) and valid membership with Independent Regulatory Board for Auditors (IRBA); and • CA(SA) and valid membership with the Institute of South Africa Chartered Accountants (SAICA) • Qualified Marine Engineer and valid membership with the South African Institute of Marine Engineers and Naval Architects (SAIMENA); • Qualified Naval Architecture and valid membership with the South African Institute of Marine Engineers and Naval Architects (SAIMENA); Bidders must submit: • Valid letter or certificate from the professional body/bodies confirming such membership. The letters must be valid by the closing date of the RFQ. • Copy of Qualifications certificates <i>SAMSA reserves the right to verify qualifications, certificates, and professional memberships</i> NB: Important to note • The bidder shall utilise only the Key Personnel whose curricula vitae (CVs), qualifications, and experience were submitted and evaluated as part of this bid. Any proposed changes to the approved team must be submitted in writing and shall be subject to the prior written approval of SAMSA. • Any replacement personnel must meet or exceed the minimum qualification, professional registration, and experience requirements as specified and evaluated in this bid.			
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The required membership/certification (where applicable to the relevant area of expertise) must be held by all proposed key experts. SAMSA reserves the right to verify the membership during evaluation		

PHASE 2

FUNCTIONALITY EVALUATION CRITERIA

Service providers will be assessed on their ability to complete the Job as per the criteria below. The functionality evaluation shall be based on a threshold, where bidders which fail to achieve the minimum threshold points will not be considered for further evaluation. Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below.

A minimum score of 75 points out of 100 must be achieved to be eligible for further evaluation on price / SAMSA goals (80/20) preference points.

NO.	TECHNICAL CRITERIA	MAXIMUM POINTS
1.	COMPANY EXPERIENCE (20) The bidder must provide a client letter of previous projects not older than 3 years or currently being undertaken for similar services. The letter/s must be on the client letterhead, be signed and dated or indicate when the services were rendered. ▪ Five (5) letters or more - (20 points) ▪ Minimum of three (3) letters, but less than five (5) letters - (10 points) ▪ Minimum of One (1) but less than Three (3) letters - (5 points) ▪ 0 letters - (0 points) <u>Note</u> • SAMSA reserves the right to verify the information provided as part of the due diligence. • Where there are discrepancies between the information provided by the bidder and the results obtained from the due diligence conducted, the bidder will receive a score of zero for that criterion.	40
2.	COMPANY EXPERTIES The bidder must provide proven and extensive experience in their respective fields relevant to the scope of work, including technical (marine engineering/naval architecture) and financial/compliance investigation expertise done within the past 3 years by providing reference letters undertaken for services related to the following fields:	45

	- Investigations of irregular expenditure and fruitless and wasteful expenditure - 15 - Forensic investigations - 15 - Engineering assessment and assurance, or related technical confirmations, assurance - 15 Note - Only relevant and verifiable reference letters for work completed within the last three (3) years will be considered. - SAMSA reserves the right to verify all references provided.		
3.	TEAM MEMBERS EXPERIENCE The bidder must provide detailed CVs of the proposed team members who will be assigned to the SAMSA project. The evaluation will be based on the experience of the key personnel, as outlined below: 1. Project Team leader – 10 points <i>(experience leading corporate or/ and state enterprises Irregular, Fruitless and wasteful investigation and assessments)</i> - Ten (10) years or above experience, Score = 10 - Below ten (10) years to ten (5) years' experience, Score = 5 - Less than five (5) years' experience OR irrelevant experience OR no proof submitted, Score = 0 1. Accounting Expert – 10 points <i>(experience leading corporate or/ and state enterprises Irregular, Fruitless and wasteful investigation and assessments)</i> - Ten (10) years or above experience, Score = 10 - Below ten (10) years to ten (5) years' experience, Score = 5 - Less than five (5) years' experience OR irrelevant experience OR no proof submitted, Score = 0 2. Forensic and Risk Expert – 10 points <i>(experience leading corporate or/ and state enterprises forensic investigations)</i> - Ten (10) years or above experience, Score = 10 - Below ten (10) years to ten (5) years' experience, Score = 5 - Less than five (5) years' experience OR irrelevant experience OR no proof submitted, Score = 0 3. Technical Expert – 10 points <i>(experience leading corporate or/and state enterprises in naval and Marine engineering)</i> - Ten (10) years or above experience, Score = 10 - Below ten (10) years to ten (5) years' experience, Score = 5 - Less than five (5) years' experience OR irrelevant experience OR no proof submitted, Score = 0 Note - SAMSA reserves the right to verify all submitted credentials, including contacting references as part of due diligence. - Where there are discrepancies between the information provided by the bidder and the results obtained from the due diligence	15	

	conducted, the bidder will receive a score of zero for that criterion. • Any change to the proposed Key Team Member/s post-award must be submitted in writing for approval by SAMSA.		

NON-COMPLIANCE WITH ANY OF THE ABOVE REQUIREMENTS WILL RESULT IN THE BID BEING DEEMED NON-COMPLIANT AND DISQUALIFIED FROM FURTHER EVALUATION.

SAMSA RESERVES THE RIGHT TO VERIFY ANY INFORMATION AND DOCUMENTATION SUBMITTED.

ANNEXURE A: PRICING TABLE
(THE TOTAL PRICE MUST BE INCLUSIVE OF VAT)

Name of bidder..... RFQ NUMBER:

DESCRIPTION OF GOODS OR SERVICES:

ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY NO. ** (ALL APPLICABLE TAXES INCLUDED)

NO	DESCRIPTION	UOM	QUANTITY	COST PER HOUR Inclusive Vat	TOTAL COST
1	Undertaking of forensic investigation	Hours	*180	R	R
2	Performing Determination tests and investigations as per full scope of work	Hours	*360	R	R
3	Provide a comprehensive Investigation Report as outlined in the scope of work	Hours	*80	R	R
4	Develop an irregular, fruitless and wasteful expenditure impracticality framework	Hours	*80	R	R
5	Attendance and Presentation of investigation reports in stakeholder meetings	Hours	*32	R	R
6	Travel and associated costs for presentations to management in Pretoria (where applicable)	Trips	4	R	R
7	Subtotal (Incl Vat)				R
8	Disbursements @ 20% of the subtotal in line 7				R
TOTAL AMOUNT - INCLUSIVE OF VAT					R

IMPORTANT PRICING AND SCOPE NOTES

1. Capped Hours and Prior Approval

The total approved hours constitute the maximum allowable hours for this assignment, including hours allocated to secondary / supporting staff and key team project members. No additional hours may be incurred without prior written approval from SAMSA. Work performed without approval will not be paid.

2. Capped Awarded Amount

The total approved quoted amount constitutes the maximum allowable amount for this assignment, including work charged for secondary / supporting staff to Key team project members.

The quoted price must be all-inclusive, covering inflation, VAT, and any other miscellaneous costs required to deliver on the full scope of work as outlined in this RFQ.

The quoted amount must include all travel and associated expenses required to conduct interviews, site visits or meetings.

All submitted invoices must detail the work performed during the invoice period.

The bidder is expected to complete the investigation within the agreed timeline, with all deliverables submitted as per the Terms of Reference.

The bidder must account for costs to mobilise resources within the Western Cape and any other location required for purposes of the assignment.

Any travels outside Western Cape Province must be agreed in writing with SAMSA, and will

be done through SAMSA travel agency, in line with SAMSA's travel policy.

3. Detailed Timesheets and Invoicing

All invoices must be supported by detailed timesheets indicating the date, description of work performed, time spent, and the team/staff members involved. SAMSA reserves the right to reject invoices not adequately supported.

4. Deliverable-Linked Payments

Payment will be made only upon submission and acceptance of agreed written deliverables, including final reports as approved by SAMSA. SAMSA may withhold payment for incomplete or unsatisfactory work.

5. Disbursements and Scope Control

Disbursements must be pre-approved in writing and supported by proof of expenditure. The bidder must manage these costs and ensure that they do not exceed the originally quoted amount. Any variation from this must be pre-approved by SAMSA in writing. Disbursements are estimated at 20% of the total RFQ amount. They must be approved and billed as when applicable.

6. Provisions to deliver the full scope of work

The service provider shall make provision in its quotation for all costs required to deliver the full scope of work, including any ancillary, outsourced, or specialist services. All such costs must be fully inclusive in the quoted price, as no additional claims will be accepted by SAMSA.

- 7.** The extent of work required is detailed in the Scope of Work. The estimated hours provided in the pricing table are for evaluation purposes only and do not necessarily reflect the actual time required to complete the assignment. Bidders are therefore required to consider the full scope of work, together with any additional information and detailed analysis provided during the compulsory briefing session, when preparing their quotations.