

**THE MSUNDUZI MUNICIPALITY**

**CONTRACT No. SCM 2 OF 22/23**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER FORENSIC INVESTIGATIONS AND OTHER RELATED PROFESSIONAL SERVICES AND ASSIST WITH THE PROVISION OF SUCH SERVICES TO THE INTERNAL AUDIT UNIT AS PER AD-HOC FORENSIC INVESTIGATIONS IN MSUNDUZI MUNICIPALITY AND ITS ENTITIES AS AND WHEN THE NEED ARISES**

**TENDER NOTICE**

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced forensic investigation professional Service Providers to assist the Municipality's Internal Audit Unit in the provision of forensic investigation services as and when the need arises.

Tender documents will be made available to tenderers from **12h00 on Tuesday, 02 August 2022**.

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **[www.etenders.gov.za](http://www.etenders.gov.za)**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R1,120.27 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted.

For any technical related enquiries, please contact Mr P. J. Mahlaba (Chief Audit Executive: Internal Audit Unit) on direct Telephone No. 033 – 392 2883 or e-mail address **[petrus.mahlaba@msunduzi.gov.za](mailto:petrus.mahlaba@msunduzi.gov.za)**.

For any procurement related enquiries, please contact Mr Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **[vinay.mohanlal@msunduzi.gov.za](mailto:vinay.mohanlal@msunduzi.gov.za)**.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 2 of 22/23**” and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, 3201, not later than **12h00 on Wednesday, 31 August 2022**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

**Tender Validity Period:** Four (4) months commencing from the closing date of tender.

**Tender Adjudication/Evaluation Criteria:** The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Weights
1.	<b>Company / Director Profile / Years of Experience in Fraud and Corruption and Forensic Investigations.</b>	15
2.	<b>Forensic Investigations Methodology.</b> Must have a logical flow aligned to the entire investigation and cover all elements.	35
3.	<b>Forensic Investigation Experience and Success Rate in Criminal Prosecution and Disciplinary Inquiries.</b> Nature of cases investigated, role played, size of clients, etc. Number of cases where the Service Provider was successful in criminal prosecution and disciplinary inquiries.	20
4.	<b>Experience and Understanding of Municipalities.</b> Number of cases investigated over the years. Prevalent areas investigated. Critical areas in municipalities. Understanding of legislation which is relevant to investigations and municipal systems. Years of experience in fraud investigation at SAPS, forensic investigation in corporate, government and municipalities. Experience in investigation of all types of fraud, corruption, theft mismanagement, organized and syndicate crimes.	30
<b>Total Functionality Weights</b>		<b>100</b>
<b>Threshold to Qualify for Stage Two</b>		<b>70%</b>

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

**MRS N. M. NCGOBO (ACTING CITY MANAGER)**