



## OBLIGATORY VIRTUAL BRIEFING FOR PANEL OF EXTERNAL INVESTIGATORS FOR INVESTIGATION SERVICES

Date: 27 March 2023 @10H00

Presented by: Director Investigations –Jillian Bailey

Director Operations - Prakash Narismulu

SCM Officer – Phyllis Mualusi



## AGENDA

---

Welcome and Introduction

---

Attendance register and questions

---

Tender Information and Submissions

---

Purpose of the Tender

---

Scope of work

---

Bid Evaluation Process

---

Pricing Evaluation

---

Award and Panel Utilisation

---

Questions and Answers

# WELCOME & INTRODUCTION





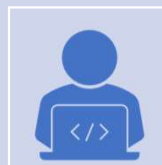
Attendance register link shared under chat function for bidders to sign. Failure to complete attendance register will result in bid response not being considered.



Please keep cameras and microphones off during presentation. Questions will be entertained after the presentation. Please use raise hand function and switch your camera on if you would like to ask a question.



Bidders are encouraged to type their questions in the chat function as the presenter is busy presenting. IRBA will respond at the end of the presentation.



Please state your name and the company you are representing when asking/typing a question.

---

|                      |  |
|----------------------|--|
| <b>14 March 2023</b> | Advertise in the Tender E-portal and on the IRBA website                     |
| <b>27 March 2023</b> | Virtual compulsory briefing meeting with bidders @10H00                      |
| <b>29 March 2023</b> | Publication of Questions and Answers on the IRBA website                     |
| <b>26 April 2023</b> | Tender close @ 12H00. No late submission will be accepted and/or considered. |

Please enclose the bid documents and supporting documents in a sealed envelope clearly marked with the bid number, and the project name. Bidders must submit one (1) original, and one (1) duplicate copy of the bid document clearly marked (refer to paragraphs 6 and 7, on pages 5 and 6, of the tender document).

Bidders that wish to nominate more than one suitably qualified investigator to participate in the bidding process, should submit **a separate bid for each individual**. Each bid will be evaluated separately. No need to duplicate SBD forms and company documents in this scenario.

Hand delivery and deposited into tender box. Bid register must be signed. Drivers and/or couriers must be advised to sign the register. No bid response received by email, fax or similar medium will be considered.

### **IRBA Offices**

**Ground Floor of Building 2,  
Greenstone Hill Office Park, Emerald Boulevard,  
Modderfontein, 1609.**

- The purpose of this Tender is to appoint a panel of external investigators that shall be engaged on an “as and when required basis”, to conduct investigations on behalf of the IRBA.
- The contract shall be for a period of five (5) years from the date on which panel members are appointed, subject to a periodic review of the service providers’ performance.
- Bidders are required to submit an affidavit confirming that they and their nominated suitably qualified investigators are independent of the audit profession in that:
  - They are not employed/contracted, directly or indirectly, by an audit firm and/or a network firm;
  - They do not share, directly or indirectly, in any profits or interests of a registered auditor and/or an audit firm, or any person related to a registered auditor and/or an audit firm; and
  - They have not acted against the IRBA, in the five-year period prior to this RFT, on behalf of a registered auditor.

- Preparing reports for the Investigating Committee that provide an analysis of the alleged improper conduct.
- Preparing proposed charge sheets on matters for the Investigating Committee, where improper conduct has occurred.
- Liaising closely with the IRBA's senior investigators on matters being investigated.
- Preparing draft responses to queries arising from complainants/respondents on matters being investigated.
- Presenting evidence as a witness at disciplinary hearings on matters being investigated.



| Phase I  | Phase IIa  | Phase IIb   | Phase III   |
|--|--|---|---|
| Mandatory Administrative requirements  | Technical requirements   | Functional requirements   | Pricing and specific goals evaluation   |
| Bidders will be assessed for compliance with mandatory administrative requirements.<br>. | Bidders will be assessed for compliance with technical requirements. | Bidders must take note of the minimum scores required to proceed to the next phase of the evaluation . Bids which meet the minimum of 80% for functionality will be evaluated further for price and specific goals. | <p>All bids that achieve the minimum qualifying score for functionality (acceptable bids) will be evaluated further in terms of pricing.</p> <p>Only bidders evaluated for pricing and specific goals and whose bids are at or below AGSA rates are eligible for appointment to the IRBA panel of external investigators.</p> |

- Submission of an affidavit confirming that the bidder and the nominated suitably qualified investigator are independent of the auditing profession, as described in paragraph 5.2 of the tender document
- Submission of fully completed and signed SBD forms (SBD 1, 3.3, 4, 6.1)
- Registration on the Central Supplier Database (CSD)
- Submission of Tax Clearance pin
- Bidders should be Tax compliant at time of the evaluation.
- Functional Requirements Specifications, including various annexures, for Section B of the tender document.

**Failure to submit the above will invalidate your bid**

*The bidder must indicate its compliance/non-compliance to the requirements and should substantiate its response.*

- Registration and good standing with SAICA – nominated suitably qualified investigator must be a CA(SA) in good standing with SAICA and must have trained in public practice
- Post-qualification experience in performing investigations – nominated suitably qualified investigator should have at least six (6) years post-qualification experience in performing investigations
- Investigative experience of the nominated suitably qualified investigator – refer to table A in Annexure A of tender document, CV, reference letters
- Nature of the investigative experience of the nominated suitably qualified investigator – refer to table B in Annexure A of tender document
- **Failure to comply with mandatory requirements will lead to automatic disqualification of a bidder**

Element 1 scoring: 25 = more than 3 reference letters,  
15 = 3 reference letters, 0 = less than 3 reference letters

Element 2 scoring: 25 = more than 2 reference letters,  
15 = 2 reference letters, 0 = less than 2 reference letters

Element 3 scoring: 50 = detailed description of 5 investigations,  
30 = detailed description of 3 to 4 investigations, 0 = less than 3  
detailed descriptions of investigations

**Bidders are required to achieve a minimum score of 80  
points to progress to the next phase**

| Element   | Points     |
|---|------------|
| Number of accounting/financial/auditing investigations performed by the suitably qualified investigator nominated by the bidder                               | 25         |
| Number of proceedings that the nominated suitably qualified investigator has testified in, relating to accounting/financial/auditing investigations performed | 25         |
| Detailed description of the accounting/financial/auditing investigations performed by the nominated suitably qualified investigator                           | 50         |
| <b>Total Points</b>   | <b>100</b> |

*All bids that achieve the minimum qualifying scores for functionality (acceptable bids) and are shortlisted under Phase 2 will be evaluated further in terms of the Specific Goals and Pricing. (para 17.3 of the tender document) 20/80 points principle will apply .*

- The financial proposal must be based on the hourly rates for investigation audits that is contained in Circular 1/2022/23 – Guideline on Fees for Audits Performed by Private Firms on behalf of the Auditor-General of South Africa (AGSA).
- Completion of SBD 3. 3 Forms.
- Bidders to submit evidence/supporting documents to claim points for specific goals.
- Only bidders evaluated for pricing and specific goals and whose bids are at or below AGSA rates are eligible for appointment to the IRBA panel of external investigators.
- As and when the above rates are amended, this bid will comply with the amendments of the said rates, as stipulated by the guidelines at that time.

- Only bidders evaluated for pricing and specific goals and whose bids are at or below AGSA rates are eligible for appointment to the IRBA panel of external investigators.
- Inclusion on the panel will not imply a guaranteed contract for work.
- Rotational basis of work allocation to service providers on panel, service providers will be selected based on an alphabetical order listing, subject to independence and expertise considerations.
- Upon referral of a matter by the Director Investigations to the service provider for investigation, the service provider shall confirm that the suitably qualified investigator has no conflicts of interest, and that they have the necessary expertise and capacity to perform the investigation. Thereafter, they should submit a detailed project plan, the anticipated project completion period and a comprehensive budget, utilising the applicable specified hourly tariff.



THANK YOU

QUESTIONS & ANSWERS