

BID DESCRIPTION : **APPOINTMENT OF A PANEL OF EXTERNAL INVESTIGATORS FOR INVESTIGATION SERVICES**

BID NO. : **IRBA003/2023/RFT**

CLOSING DATE : **26 APRIL 2023 AT 12H00**

COMPULSORY BRIEFING SESSION : **27 MARCH 2023 AT 10H00**

RE: RESPONSE TO ENQUIRIES RECEIVED IN RESPECT OF THE BID

1. In terms of paragraph 2.3 of the bid document, the IRBA has consolidated the questions emanating from the enquiries, as well as its response thereto and publishes same herein below for all Bidders who attended the briefing session and have an interest in submitting a bid.
2. Bidders are reminded that the bid document must be hand-delivered and placed in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than 12h00 South African time on **26 April 2023**.


DIRECTOR: INVESTIGATIONS

DATE: 29 MARCH 2023

RESPONSE TO QUESTIONS RECEIVED POST ADVERTISEMENT OF THE BID

Question: Our firm comprises of audit, tax and advisory services. The forensic team falls into the advisory section of the business. Does this disqualify us from this tender?

Answer: *Yes, it does disqualify you from this tender. As you will note from the requirements set out in point 5.2 on page 4, bidders and their nominated suitably qualified investigators must be independent of the auditing profession. This means that audit firms and/or network firms may not submit bids for this tender.*

The definition of a network firm is set out in our Code of Professional Conduct available on our website. Network is defined as: a larger structure that is a) aimed at co-operation and b) that is clearly aimed at profit or cost sharing or shares common ownership, control or management, common quality control policies and procedures, common business strategy, the use of a common brand-name, or a significant part of professional resources.

Question: Our firm previously provided investigation services to the IRBA. Do we need to obtain a reference letter from yourself, or can we just state this fact in the proposal and you will accept it as a reference letter?

Answer: *The IRBA will not be able to provide you with reference letters. You will have to request reference letters from other clients.*

Question: Scope of Work 5.2 Provide detailed descriptions of each investigation may be subject to confidentiality requirements. How would you score without compromising the "detailed description"?

Answer: *We have addressed the concept of confidentiality in our tender document, and we understand that this is a sensitive area, but we believe that it is*

possible for you to give us a good description without having to disclose the client's name but based on the facts of the investigation. We assure you that we will treat everything you provided us with the utmost confidentiality.

Question: For the references - will company reference letters be accepted? Or does the reference letter need to be for individuals?

Answer: *The reference letters must refer to the nominated investigator since we are evaluating them.*

Question: I understand that you want a specific individual investigator. Can we say in our proposal that the nominated investigators will be supported by junior resources or is it one individual that you want who does all the work?

Answer: *In the IRBA scenario, it's one individual per investigation. We work as individuals on the assigned matter because we need first-hand knowledge of all the investigation work performed, in case the matter ends up at a disciplinary hearing and we have to testify as factual witnesses.*