



the gpaa

Department:
Government Pensions Administration Agency
REPUBLIC OF SOUTH AFRICA

BRIEFING SESSION MINUTES

Investigation GPAA 37/2015

DATE: 20 November 2015

VENUE: OLD CAFETERIA- GPAA HEAD OFFICE

TIME 08:00AM – 09:00 AM

1. Attendance

Departmental Representatives:

Mr. Isaac Mahlangu- Forensic Investigation

Mr. William Ramoroka-SCM

Mr. Paul Ntlatseng – Internal Audit

Ms Tshedza Netshakhuma-SCM

2. Welcome

Mr. Ramoroka introduced himself, GPAA team and welcomed everyone present at the briefing session. He confirmed with service providers whether they are attending investigation briefing session and whether the RFP document was accessible on the GPAA website.

He further mentions that he will start by guiding suppliers on the administration requirement as stipulated on the RFP. And failure to comply with the minimum requirements, service providers will be regarded as non compliant meaning they will not be evaluated.

Mr. Ramoroka mentioned that service providers must refer to page 5 of RFP for evaluation criteria. Administration requirements will be looked first before evaluation because it is the administration compliance. Mr. Ramoroka further mentioned that the tender is a two- stage bidding process and service providers must score at least 65% on functionality in order to be evaluated further.

The points below are the mandatory SCM requirements that were highlighted from the RFP

(a) Attendance for briefing session is compulsory; all bidders were requested to complete the attendance register, which was circulating.

- (b) Valid original Tax Clearance Certificate must also be submitted with the tender.
- (c) Standard bidding documents must be signed and completed fully (SBD1, SBD3.1, SBD 4, SBD 6.1, SBD 8 and SBD 9).
- (d) Technical proposal and pricing proposal
- (e) Resources must be affiliated to a professional body i.e. ACFE and proof must be attached.

Original valid B-BBEE certificate or certified valid copy must be submitted for point's allocation. They were advised to submit certified copies if they are unsure in order to claim free 10% in their proposals.

Pricing proposal should be submitted separately from the technical proposal. Mr. Ramoroka emphasized that service providers use the SBD 3.1 template provided on the RFP when preparing financial responses and must include the overheads, profit, hidden cost and VAT.

The closing date for this bid is on the 08 December 2015 at 11:00am and late bids will not be accepted. All late bids will be returned back unopened. The tender box is accessible 24/7 at GPAA reception.

Service providers were requested to make sure they complete the bid receipts register at the reception when they submit their proposals and they must ensure that they complete the correct bid receipt register.

Companies were advised that in terms of packaging the documents on the outside cover, they must label the package by writing the following; company name, address, tender number and description of the tender.

One of the special conditions of contract is that Service providers must submit 5 copies of technical proposal (of which one of each copy must be clearly marked original) and 5 copies of pricing proposal clearly marked and must be clearly numbered, or indexed either in annexure.

Mr. Ramoroka further mentioned that if GPAA representatives present at the session are unable to provide answers, those answers will be published in the GPAA website. Mr. Makwela was representing the technical team of GPAA and he participated in the question and answer session.

Technical requirements.

Mr. Mahlangu welcomed all people available at the briefing session. He first mentioned that the resources are required to conduct investigation and report on 250 cases that have been reported to the Government Pensions Administration Agency. 250 cases will be given to one appointed service provider to investigate on fraudulent documents received, open criminal cases and do recovery of benefits that are already paid. Service provider will not be required to complete all 250 cases at once, but will be paid once an invoice is received.

Service providers must identify themselves and the company they represent.

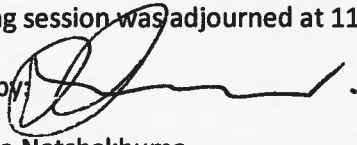
3. Below are the Questions and Answers that were raised at the investigation session.

Questions	Answers
<p>G9 Consulting and Advisory Services-Jeanette Uys.</p> <p>Is joint ventures allowed even if one supplier didn't attend the compulsory briefing session</p>	<p>Yes Joint ventures are allowed and as long as one service provider attended the session, but they must all comply with joint ventures requirements.</p>
<p>KPMG- Nosisa Fubu.</p> <p>Must we quote for everything including disbursement costs?</p>	<p>Service providers were advised to include all costs that they will incur in the investigation.</p>
<p>Moyana and Associates- Patience Boyce.</p> <p>What is the deliverable timeline expected, is it 6 months or a year?</p> <p>What is the most important aspect that is required in the three reference letters?</p>	<p>We will be preferred to be delivered within a year. For financial year 2016/2017</p> <p>We require 3 reference letters on similar projects and value.</p>
<p>Metheo Forensics & Risk Management- Mamiki Selesho.</p> <p>Are you intending on awarding more than one company for this project?</p> <p>Can we submit any other proof of affiliate and attach the proof?</p>	<p>Only one service provider will be appointed for rendering the service.</p> <p>Yes it is allowed and it's also advisable to submit more than one proof of affiliate.</p>
<p>PWC-Boitumelo Lekoko.</p> <p>Are these 250 cases recent or old?</p>	<p>It is cases from 2012 to date.</p>
<p>Ernest and Young – Thomas Marx</p> <p>Do we separate envelopes/ or in one big envelope?</p>	<p>Advisable to submit separately.</p>
<p>Mayena and Associates – Patience Boyce.</p> <p>Is the appointed service provider going to assist in criminal proceeding</p>	<p>Yes, criminal reports will be used to open cases.</p>

Closing

The briefing session was adjourned at 11:00 am.

Compiled by:



Ms Tshedza Netshakhuma

Date: 02/12/2015

Approved by:



Mr. William Ramoroka

Date:

2015/12/02