

BID DOCUMENT

BID NUMBER:	FIC/RFB/SFC BUSINESS PROCESS REVIEW/12/2025/26
DATE OF ISSUE:	17 NOVEMBER 2025
NON-COMPULSORY VIRTUAL BRIEFING SESSION:	25 NOVEMBER 2025
CLOSING DATE FOR THE BID:	9 DECEMBER 2025
CLOSING TIME FOR THE BID:	11:00
DESCRIPTION FOR THE BID:	THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A REVIEW OF THE FINANCIAL INTELLIGENCE CENTRE'S SHARED FORENSIC CAPABILITY UNIT'S BUSINESS PROCESSES.
SUBMITTING BIDS:	<p>One (1) original and an electronic copy of the RFB document must be handed in / delivered to:</p> <p>TENDER BOX</p> <p>FINANCIAL INTELLIGENCE CENTRE</p> <p>BYLSBRIDGE OFFICE PARK</p> <p>CNR JEAN AVENUE & OLIEVENHOUTBOSCH</p> <p>(13 CANDELA STREET, HIGHVELD EXT 73)</p> <p>HIGHVELD</p> <p>CENTURION</p>

Bidders are required to request an ACCESS PIN CODE **48 hours** prior to delivering their bid from tenders@fic.gov.za and present their identity documents and/or valid driver's license at the main gate in order to gain entry within the FIC offices.

CSD NUMBER

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DOCUMENTS IN THIS BID DOCUMENT PACK

Contents

PART A: SBD 1 INVITATION TO BID 3

PART B: TERMS AND CONDITIONS FOR BIDDING 4

PART C: SPECIAL CONDITIONS OF CONTRACT 5

PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK 7

6.4 PREFERENTIAL POINT SYSTEM: PRICE AND B-BBEE:17

PART F: PRICING SCHEDULE 19

PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/SFC BUSINESS PROCESS REVIEW/12/2025/26		CLOSING DATE:	9 December 2025	CLOSING TIME: 11:00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A REVIEW OF THE FINANCIAL INTELLIGENCE CENTRE'S SHARED FORENSIC CAPABILITY UNIT'S BUSINESS PROCESSES.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73 CENTURION)					
HIGVELD EXT 73					
CENTURION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 641 6018		TELEPHONE NUMBER	012 641 6018	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tenders@fic.gov.za		E-MAIL ADDRESS	Tenders@fic.gov.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	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> 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.					

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 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."</p>

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PART C: SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

1 FRAUD AND CORRUPTION

- 1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.
- 1.2 **NOTE:** Bidders should refrain from engaging with individuals who claim to represent the FIC and who offer to secure favourable outcomes of bids. Read this notice <https://www.fic.gov.za/2025/07/18/advisory-fic-procurement-process/> for more information.

2 NEGOTIATION

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible

person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder if that bidder, or any of its directors:
 - 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.

- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
- 4.2 Payment shall be made into the bidder's bank account, normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
- 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

- 5.1 The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/s if needed.

PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK**1 BACKGROUND TO THE FIC**

- 1.1. The Financial Intelligence Centre (FIC) is South Africa's national centre for the receipt of financial data, analysis and dissemination of financial intelligence to the competent authorities.
- 1.2. The FIC was established by the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) and has the mandate to identify the proceeds of crime, combat money laundering and terror financing. It does this by seeking to:
 - Supervise and enforce compliance with the FIC Act
 - Facilitate effective supervision and enforcement by supervisory bodies
 - Receive financial data from accountable and reporting institutions
 - Share information with law enforcement authorities, intelligence services, the South African Revenue Service, international counterparts and supervisory bodies
 - Formulate policy regarding money laundering and the financing of terrorism
 - Provide policy advice to the Minister of Finance, and
 - Uphold the international obligations and commitments required by the country in respect of anti-money laundering and combating financing of terrorism (AML/CFT).
- 1.3. The FIC Act introduces a regulatory framework of measures requiring certain categories of business to take steps regarding client identification, record-keeping, reporting of information and internal compliance structures. The Act obliges all businesses to report to the FIC various suspicious and certain other transactions. The FIC uses this financial data and available data to develop financial intelligence, which it is able to make available to the competent authorities and supervisory bodies for follow-up investigations or administrative action.
- 1.4. All accountable and reporting institutions are required to register with the FIC. The FIC and supervisory bodies have the authority to inspect and impose administrative penalties on non-compliant businesses. The Act also introduced an appeal process and an appeal board.
- 1.5. South Africa is a member of the Financial Action Task Force, the international body which sets standards and policy on anti-money laundering and for combating the financing of terrorism (AML/CFT). In addition, it is also a member of the Eastern and Southern Africa Anti-Money Laundering Group, a regional body of the FATF which aims to support countries in the region to implement the global AML/CFT standards.
- 1.6. The FIC is a member of the Egmont Group, which is made up of financial intelligence units from 166 countries. The primary aim of the organisation is to facilitate co-operation and sharing of financial intelligence information among its members.

2 PURPOSE AND OBJECTIVE

- 2.1 The Financial Intelligence Centre (FIC) is seeking to appoint a service provider to review its forensic business processes related to the Shared Forensic Capability (SFC) unit and identify any gaps. A report with recommendations will be produced thereafter.
- 2.2 The objective is to benchmark the SFC forensic business processes against relevant legal requirements and regulations, as well as industry standards from organisations such as the Institute for Commercial Forensic Practitioners (ICFP), Association of Fraud Examiners (ACFE) South Africa, and the Association of Certified Forensic Investigators (Canada) or equivalent.

3 BACKGROUND TO THE REQUIREMENT

- 3.1 The Shared Forensic Capability (SFC) within the Financial Intelligence Centre (FIC) was established to address issues, including those identified by the Financial Action Task Force (FATF) in South Africa's 2021 Mutual Evaluation, particularly related to the lack of forensic capacity in law enforcement.
- 3.2 Currently, efforts are focused on defining and mapping the business processes necessary to operationalize the division.
- 3.3 Business process mapping within the FIC involves defining what the organisation does, who is responsible, the standards for completing business processes, and how success is measured.
- 3.4 The purpose of process mapping is to enhance understanding by organizing and displaying facts about the work, allowing for questioning and improvement by knowledgeable individuals.
- 3.5 The FIC's business processes are defined and mapped to ensure proper hierarchy definitions and linkage of business functions, services, and processes.
- 3.6 To ensure the business processes for SFC meet the forensic industry standards, a need for review and benchmarking services is required.
- 3.7 The key objectives of the SFC are:
- **Success in Complex Cases:** Leading to successful prosecutions and asset forfeitures in high-profile cases
 - **Systemic Impact:** Reducing financial crime and strengthening the criminal justice system.
 - **Capacity Building:** Enhancing skills and knowledge of law enforcement agencies in financial crime investigation

4 SCOPE OF WORK

4.1 The appointed service provider must conduct a comprehensive review and analysis of the Shared Forensic Capability Unit's current mapped business processes and value chain, as well as to identify areas for improvement and optimization. The service provider must also provide a benchmark of business process review against international and local forensic industry standards and best practice.

4.2 The appointed service provider is required to provide the following:

4.2.1 Process Review:

Task:

- Conduct a thorough review of existing documentation and process maps.
- Engage with stakeholders to validate the accuracy and completeness of these maps, ensuring they reflect current practices and workflows.

Outcome:

- Gain a detailed understanding of current business processes and the value chain.
Provide refined scope of work document.

4.2.2 Value Chain Analysis:

Task:

- Perform a detailed assessment of the value chain, analyzing how each component contributes to the overall business objectives.
- Identify gaps and opportunities to enhance value creation within the existing value chain.

Outcome:

- Identification of key areas of improvement.

4.2.3 Reporting:

Task:

- Develop a comprehensive review report that includes detailed findings, key areas for improvement, and actionable recommendations.
- Ensure that the recommendations address compliance with industry standards.
- Present the report and findings to stakeholders in a clear and concise manner, facilitating informed decision-making.

Outcome:

- Provide a comprehensive report outlining current processes, performance, and inefficiencies.

4.3 Project Deliverables:

4.3.1 The bidder is expected to achieve the following tasks and outcomes:

- **Engage with Stakeholders:** Gain a detailed understanding of current business processes and the value chain.
- **Collect and Analyse Data:** Identification of key areas of improvement.
- **Research Industry Standards:** Offer a clear understanding of industry standards and best practices.
- **Evaluate Current Processes:** Identify gaps between current processes and industry benchmarks.
- **Document Findings:** Provide a comprehensive report outlining current processes, performance, and inefficiencies.
- **Conduct Gap Analysis:** Provide actionable recommendations for process improvements.
- **Present Findings:** Align with stakeholders on the proposed changes.

4.4 Timeline and Project Duration

It is anticipated that the service provider will complete the project outcomes and deliverables within six (6) months.

PART E: EVALUATION PROCESS

5 EVALUATION PROCESS

5.1.1 All bids duly lodged will be examined to determine compliance with Bid requirements and conditions. Bids with obvious deviations from the requirements/ conditions will be eliminated from further evaluation.

5.1.2 Evaluation of bids received will be based on compliance with pre-selection (mandatory) requirements, functional evaluation, price, and specific goals (B-BBEE status level of contribution).

5.2 COMPLIANCE WITH MINIMUM REQUIREMENTS AND RESPONSE REQUIREMENTS:

5.2.1 Pre-selection:

The Supply Chain Management business unit will do **pre-selection** on the following requirements:

No.	Item	Mandatory (Yes / No)	Description / Comments
1.	Central Supplier Database	Yes	Bidders must be registered on the Central Supplier Database (CSD) on the National Treasury Website – www.csd.gov.za prior to submitting a bid.
2.	B-BBEE Certificate/ Sworn Affidavit	No	A copy of a valid B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies OR a sworn affidavit as prescribed by the B-BBEE codes of good practice. Failure of a bidder to provide a valid BBEE certificate/sworn affidavit will forfeit points for specific goals.
3.	Standard Bidding Document: SBD 1 - Invitation to Bid Form	Yes	Failure of a bidder to submit completed and duly signed SBD 1 form will result in disqualification.
4.	Standard Bidding Document: SBD 4 - Bidder's Disclosure	Yes	Failure of a bidder to submit completed and duly signed SBD 4 form will result in disqualification.
5.	Standard Bidding Document: SBD 6.1 - Preference Claim Form	No	Failure of a bidder to provide a completed and signed SBD 6.1 will forfeit preference points.
6.	Pricing Schedule	Yes	Failure to complete the pricing schedule will result in disqualification.
7.	Non-Compulsory virtual briefing session	No	Bidders are invited to attend a non-compulsory virtual briefing session that is scheduled to clarify the tender requirements.

Note:

- a) A bidder who fails to comply with **mandatory** requirements No. **1, 3, 4, and 6** will be disqualified from the evaluation process.
- b) A bidder who fails to comply with mandatory requirement No. **2** and **6** will forfeit preference points for specific goals or B-BBEE points.

5.3 FUNCTIONAL EVALUATION

5.3.1 All remaining bids which have complied with the pre-selection criteria will be evaluated as follows:

- a) Functionality will be done in terms of the evaluation criteria as set out below, whereby respondents who do not achieve the minimum score will be eliminated.
- b) The minimum threshold to qualify for the next phase is **70 out of 100 points**. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and specific goals in terms of B-BBEE status level of contribution.

5.3.2 The table below explains the functional factors that will be evaluated as part of the functionality criteria:

NO	FUNCTIONAL CRITERIA	WEIGHT
1	<p>Company / Project Experience</p> <p>The bidder must display how well they understand the scope and demonstrate their experience on how they have executed past projects.</p> <ul style="list-style-type: none"> ❖ Bidders are to provide case studies/project summaries of previously executed assignments involving business process reviews or framework applications. The case studies/ project summaries must demonstrate applicable tools, frameworks, and methodologies utilized, including outcomes/results. The following information must be included in the case studies/project summaries: <ul style="list-style-type: none"> - Client name - Name of business unit or department where the review is being conducted. - Duration of the assignment (start and end date) <p>NB: Each case study or project summary to not exceed more than 5 pages</p>	25
2	<p>*Experience of Key personnel/Resources:</p> <p>Bidders should submit CVs of the proposed resources to be assigned to the project. CVs for the Team Leader and Consultant must indicate the number of years of experience rendering similar services relevant to the scope of the request. similar roles. (Similar= experience in BPM process)</p> <ul style="list-style-type: none"> ❖ The CVs must include the following information: <ul style="list-style-type: none"> - Indicate qualification of the resource (minimum NQF 5 formal education or certifications relevant to BPM, forensic accounting investigations, data analysis, legal compliance, or process standardization) - Number of years' experience in BPM work - A list of three past assignments conducted relating to process standardization projects for forensic investigations, accounting, or legal compliance. - A list of three contactable references from past and previous projects describing the relevant projects involved in. 	*25

NO	FUNCTIONAL CRITERIA	WEIGHT
	NB: BIDDERS ARE TO CLEARLY INDICATE THE ROLE OF THE PROPOSED RESOURCE IN RESPECT OF THIS BID.	
3	REFERENCE LETTERS <p>The bidder should provide valid reference letters demonstrating past work done in the provision of BPM in the areas of forensic investigations, legal compliance, and process standardization in the public or private sector.</p> <p>❖ Letters should be from past and current clients within the last five (5) years as at close of bid the letters must contain ALL the following:</p> <ul style="list-style-type: none"> • Letter must be on official client company letterhead and must be dated and signed. • Letter must have client name and contact details. • Letter must include contract description indicating satisfaction of services rendered; • Letter must indicate contract period (start and end dates) 	10
4	Project Plan and Proposal <p>The bidder should provide a detailed and compliant response for the delivery of the required services and deliverables as defined in the proposal</p>	40
	TOTAL	100

****The weight for evaluation criteria 3 for the Key Resources will be split into two for resources as followed:***

- Team Leader weight = 12.5
- Consultant = 12.5

5.3.3 The evaluation criteria and weights for functionality as indicated in the table above will apply.

5.3.4 Where the rating guideline above does not provide for the information provided by the bidder, the evaluator reserves the right to allocate closest or any score as he/she sees fit.

5.3.5 Table below explains the rating guideline for the evaluation of functional criterion:

FUNCTIONAL EVALUATION FACTORS	POINTS = 0	POINTS = 1	POINTS = 2	POINTS = 3	POINTS = 4	POINTS = 5
<p>1. Company / Project Experience: Bidders are to provide case studies/project summaries of previously executed assignments involving business process reviews or framework applications. The case studies/ project summaries must demonstrate applicable tools, frameworks, and methodologies utilized, including outcomes/results. The following information must be included in the case studies/project summaries:</p> <ul style="list-style-type: none"> - Client name - Name of business unit or department where the review is being conducted. - Duration of the assignment (start and end date) <p>NB: Each case study or project summary to not exceed more than 5 pages</p>	Did not provide any relevant cases studies or project summaries of past assignments .	N/A	Only one case study/project summary submitted relevant to the scope of this bid.	Only two case studies/project summaries submitted relevant to the scope of this bid.	Only three case studies/project summaries submitted relevant to the scope of this bid.	Four or more case studies/project summaries submitted relevant to the scope of this bid.
<p>2. Experience of Key personnel/Resources: Bidders should submit CVs of the proposed resources to be assigned to the project. CVs for the Team Leader and Consultant must indicate the number of years of experience rendering similar services relevant to the scope of the request. similar roles. (Similar= experience in BPM process)</p>	No evidence/ less than three (3) years expert advisor expertise and skills.	N/A	N/A	<p>Team Leader: 3 to 4 years' experience and compliant CV provided.</p> <p>AND</p> <p>Consultant: 3 to 4 years' experience</p>	<p>Team Leader: 5 to 6 years' experience and compliant CV provided.</p> <p>AND</p> <p>Consultant: 5 to 6 years' experience and compliant CV provided</p>	<p>Team Leader :7 or more years' experience and compliant CV provided.:</p> <p>AND</p> <p>Consultant: 7 or more years of experience and compliant CV provided</p>

FUNCTIONAL EVALUATION FACTORS	POINTS = 0	POINTS = 1	POINTS = 2	POINTS = 3	POINTS = 4	POINTS = 5
<p>The CVs must include the following information:</p> <ul style="list-style-type: none"> - Indicate qualification of the resource (minimum NQF 5 formal education or certifications relevant to BPM, forensic accounting investigations, data analysis, legal compliance, or process standardization) - Number of years' experience in BPM work - A list of three past assignments conducted relating to process standardization projects for forensic investigations, accounting, or legal compliance. - A list of three contactable references from past and previous projects describing the relevant projects involved in. <p>NB: BIDDERS ARE TO CLEARLY INDICATE THE ROLE OF THE PROPOSED RESOURCE IN RESPECT OF THIS BID.</p>				and compliant CV provided		
<p>3. Client Reference Letters:</p> <p>The bidder should provide valid reference letters demonstrating past work done in the provision of BPM in the areas of forensic investigations, legal compliance, and process standardization in the public or private sector.</p> <p>Letters should be from past and current clients within the last five (5) years as at close of bid the letters must contain ALL the following:</p> <ul style="list-style-type: none"> • On official client letterhead dated and signed • Client name and contact details. 	No relevant reference letters provided	One compliant reference letter provided	Two compliant reference letters provided	Three relevant and compliant reference letters provided.	Four relevant and compliant reference letters provided.	Five or more relevant and compliant reference letters provided.

FUNCTIONAL EVALUATION FACTORS	POINTS = 0	POINTS = 1	POINTS = 2	POINTS = 3	POINTS = 4	POINTS = 5
<ul style="list-style-type: none"> Contract description indicating satisfaction of services rendered; and Contract period (start and end dates). 						
Project plan and proposal A detailed response for the delivery of the required advisory services and deliverables as defined in Annexure A and as referenced in the proposal	No detailed response provided.	N/A	N/A	N/A	A detailed response for the delivery of the required advisory services and deliverables with a high-level project plan provided.	A detailed response for the delivery of the required advisory services and deliverables with a comprehensive project plan provided (timelines, resources allocated, dependency definitions and milestones definition)

6.4 PREFERENTIAL POINT SYSTEM: PRICE AND B-BBEE:

6.4.1 Only qualifying bids will be evaluated further in terms of the 80/20 preference points system, whereby 80 points will be for price only and 20 points for preference points based on specific goals as set out in the preference point claim form.

- a) The percentage scored for price shall be calculated as follows:
- b) A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of quotation under consideration

P_t = Rand value of quotation under consideration

P_{\min} = Rand value of lowest acceptable quotation

6.4.2 Awarding of points for broad-based black economic empowerment (B-BBEE) status level of contribution:

- a) Preference points for B-BBEE status level of contribution will be awarded according to the table indicated in the preference points claim form- SBD 6.1.

7 ADJUDICATION

7.1 The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring provider on justifiable grounds or no award at all.

8 VALIDITY PERIOD

8.1 Validity period from date of closure is 90 days.

8.2 Bidders must hold their tenders valid for acceptance by the FIC at any time within the requested validity period after the closing date of the tender.

8.3 Bidders may be requested to extend their validity period for a specified additional period. In such instances, bidders will not be allowed to change any aspect of their tender, unless they are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of FIC's extension of the validity period.

9 TECHNICAL QUESTIONS

9.1 Any technical questions regarding the above requirements can be forwarded to tenders@fic.gov.za.

10 NON-COMPULSORY VIRTUAL BRIEFING SESSION

10.1 A virtual non-compulsory briefing session will be held under the following details:

Date:	25 November 2025
Time:	14h30- 16h00
Venue / Platform:	Microsoft Teams
Link to meeting:	<p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWY0MGY2YTEtNjl1MS00MTQyLTlmZmQtZWY2ZjE0OWY4ZWVl%40thread.v2/0?context=%7b%22Tid%22%3a%221c5235b3-a463-4a01-96a7-dc2634b2aa74%22%2c%22Oid%22%3a%22440644e2-a809-4179-9639-6d7f4fb9f659%22%7d</p> <p>Meeting ID: 391 797 138 720 32 Passcode: sw7n6oF3</p>

PART F: PRICING SCHEDULE

11 FINANCIAL PROPOSAL/PRICING SCHEDULE

11.1 The bidder is required to submit a proposal and pricing for the professional services related to Business Process Management, in accordance with this Terms of Reference

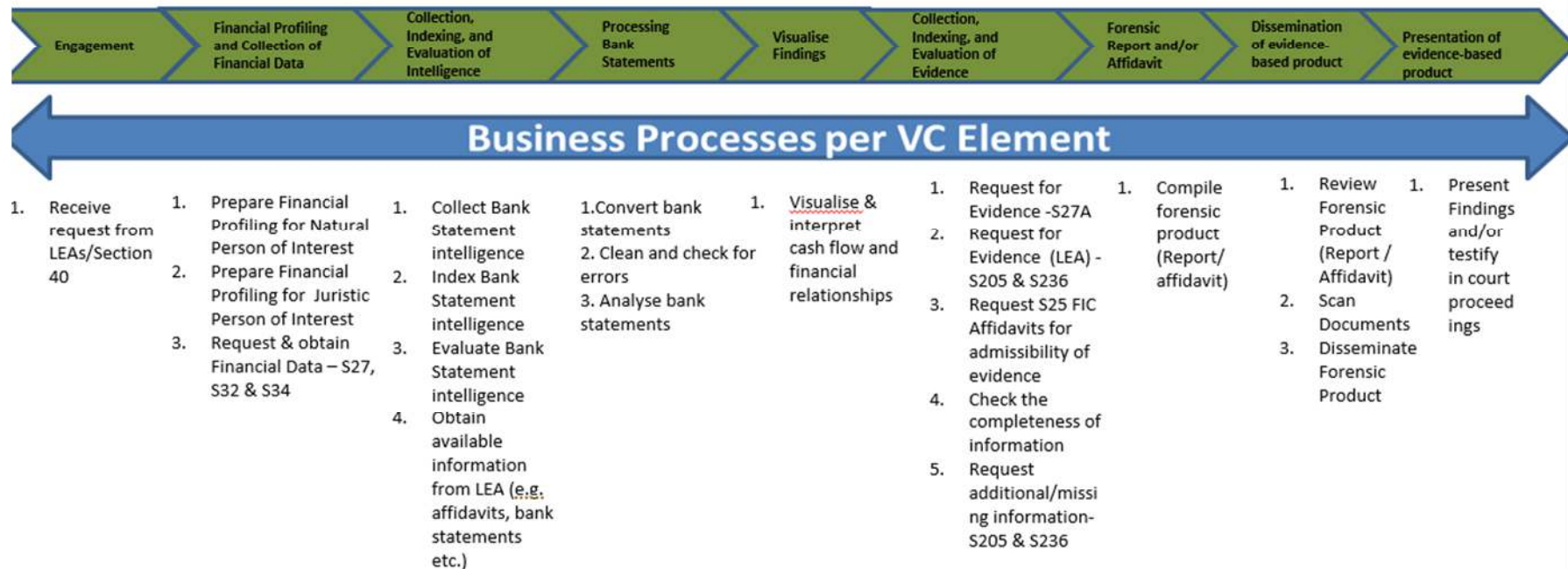
11.2 The proposal should include a detailed breakdown of costs based on the bidder's proposed milestones and deliverables

11.3 The pricing should be presented in a clear and structured format, similar to the table below

No.	Description	Cost
1	Initial Stakeholder Meetings	
2	Data Collection and Analysis	
3	Process evaluation against identified industry standards	
4	Comprehensive process review report	
5	Gap Analysis	
6	Presentation of Findings	
TOTAL PRICE (Excl. VAT)		
VAT (15%)		
TOTAL PRICE (Incl. VAT)		

ANNEXURE A

Shared Forensic Capabilities



PART G: STANDARD BIDDING DOCUMENTS (OVERLEAF)

1. Standard Bidding Document (SBD) 4 Form: Bidder's Disclosure
2. Standard Bidding Document (SBD) 6.1 Form: Preference Points Claim Form

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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 consortium² 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

- 3.6 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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point system is applicable to invitations to this tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

- 1.3 Points for this shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

- 1.4 The maximum points for this tender are allocated as follows:

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

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

- 1.6 The FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

2. DEFINITIONS

- (a) “**tender**” 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 tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**Rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80/20 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations 2022, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below that shall be supported by proof / documentation as stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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 tender, 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 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state 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, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer 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:

