



**KZN GROWTH FUND TRUST**  
**REQUEST FOR QUOTATION (RFQ) FOR TRACING OF ASSETS SERVICES FOR THE KGFT**  
**RFQ REFERENCE NUMBER – KGFT RFQ 2024 - 02**

Closing date : 04 March 2024  
Time : 12:00  
Submission format : email [scm@kzngf.co.za](mailto:scm@kzngf.co.za)

**Name of the respondent:** .....

Late bids will not be accepted

**BID DETAILS**

Bid title : Request for Quotation Asset Tracing Services  
Procurement Reference Number : KGFT - RFQ 2024 - 02  
Description of Goods & Services : Tracing of Asset Services for the KGFT  
Date of RFP : **12 February 2024**  
Date of RFP CLOSING : **04 March 2024**

**CONTACT INFORMATION**

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase  
Telephone: 031 372 3720  
E-mail: [scm@kzngf.co.za](mailto:scm@kzngf.co.za)

**BIDDER’S DETAILS**

NAME OF BIDDER.....  
POSTAL ADDRESS .....  
STREET ADDRESS .....  
CONTACT PERSON .....  
TELEPHONE NUMBER Code ..... Number .....  
CELL PHONE NUMBER Code ..... Number .....  
FACSIMILE NUMBER Code ..... Number .....  
E-MAIL ADDRESS .....  
**Signature of Bidder ..... Date .....**

## **1. PURPOSE**

The Kwazulu-Natal Growth Fund Trust (KGFT) invites quotations from suitably qualified service providers to provide KGFT with Asset Tracing Services.

## **2. BACKGROUND**

KZN Growth Fund Trust (KGFT) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objective of the KGFT is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

### **2.1 Procurement Philosophy**

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing

## **3. SCOPE OF SERVICES REQUIRED**

KGFT portfolio has funded projects that are now in distress and therefore requires a trace of assets of businesses and directors of these projects. KGFT would like to appoint a suitably qualified Service Provider to undertake Asset Tracing Services as detailed below.

- Gather as much information as possible about the assets, including their location, ownership, and any relevant documentation.
- Determine the type and location of assets, such as bank accounts, real estate, and personal property.
- Review financial and legal records to determine the ownership and control of the assets.

- Use various methods, such as bank records and public records, to track the movement of assets.
- Verify the existence and ownership of assets through legal or financial institutions.
- Depending on the circumstances, assets may be seized by law enforcement or court order.
- The assets may then be recovered and distributed according to the terms of a settlement or court order.

The number of projects is 10 (ten), further information on the project will be supplied on the signing of an NDA.

#### **4. CONTRACT DURATION**

6 (six) weeks

#### **5. AWARD OF THE RFP**

KGFT is not obliged to accept and award this tender to the lowest bidder or any other bidder.

#### **6. EVALUATION PROCESS AND CRITERIA**

Selection will be conducted over three stages as detailed below:

##### **Stage 1 - Compliance with Minimum Requirements**

##### **Stage 2 – Functionality Evaluation**

##### **Stage 3 – Price and Specific Goals**

#### **6.1 STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS**

6.1 All proposals must be completed and accompanied by:

6.1.1 SBD 1, SBD 4 and SBD 6.1

6.1.2 Company Profile

6.1.3 Evidence of registration on the National Treasury Central Supplier Database

6.1.4 Tax Compliance Status Pin on a SARS letterhead

**All bids duly lodged as specified in this RFQ will be examined to determine compliance with the mandatory requirements and conditions. Failure to provide any mandatory information as requested above will result in the submission being deemed non-responsive.**



FUNCTIONAL EVALUATION CRITERIA	Weight
<p><b>QUALIFICATIONS, PROFESSIONAL AFFILIATIONS AND EXPERIENCE</b></p> <p>Team’s qualifications, accreditation, and affiliations (<b>must</b> incl. CVs as well as relevant proof of qualification accreditation, affiliations from the relevant Professional Bodies/Council).</p> <p>Bidders must demonstrate that the proposed lead professional team to be allocated to this project, is adequately experienced in having carried out work of a similar nature (<b>evidence of this experience to be submitted in tabular form</b>):</p> <p>Team <b>must</b> be made up of at <b>one (1) Senior Investigator, one (1) Junior Investigator and one (1) Associate</b></p> <p>Scoring for the proposed lead professional team’s experience is to be allocated as follows:</p> <ol style="list-style-type: none"> <li>1. less than or up to 30% professionally qualified team and average experience of team ranges between 1 and 5 years – (15)</li> <li>2. Between 31% to 60% professionally qualified team and average experience of team ranges between 6 and 10 years (20)</li> <li>3. More than 61% professionally qualified team and average experience of team is more than 10 years - (40)</li> </ol> <p><b>This will be evaluated using head count of the team members registered with recognized professional affiliations as a percentage of total team to be assigned to the project.</b></p> <p><b>*The team’s experience shall be determined using a simple average whereby the aggregate experience of the team members in years, is divided by the size of the team.</b></p> <p><b>Team qualification must be attached as part of the submission (lack of submission of proof of qualification / accreditation will lead to zero scoring)</b></p>	<p><b>40</b></p>
<p><b>TOTAL</b></p>	<p><b>100</b></p>

### 6.3 STAGE 2 - PRICE AND SPECIFIC GOALS

6.3.1 Proposals will be subject to an evaluation based on an 80/20 - 80 points for price and 20 points for specific goals.

6.3.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation. See **Annexure A**

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
Specific Goals (see the below table)	20
<b>Total Price and B-BBEE Points</b>	<b>100</b>

### SPECIFIC GOALS TABLE

Preference Points 80/20 - Specific Goals						
Management Control						
		<30%	<51%	<100%	100%	Total Points
<b>BBE</b>		0	0.5	1.25	2.2	3.95
<b>BWO</b>		0	0.5	1	1.5	3
<b>BYO</b>		0	0.5	1	1.5	3
<b>PWD</b>		0.25	0.3	0.5	1	2.05
						12
Skills Development Measured						
		Blacks	Youth	Women	PWD	
		1	1	1	1	
						4
Locality and establishment						
			KZN	SA		
			2.5	1.5		4
<b>Total</b>						<b>20</b>

The following may be used as proof for claiming preference points

- BBEE Certificate or BBEE Affidavit
- CSD Report
- ID Documents of the owners of the company
- Municipal Account or Lease Agreement
- Doctors Certificate / disability database from relevant institutions (for more research)

## 7. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a proposal, by **no later than 12:00pm on 04 March 2024.**

## 8. SUBMISSION DETAILS

- Submissions must be emailed to [scm@kzngf.co.za](mailto:scm@kzngf.co.za) attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Joy Ngcobo [scm@kzngf.co.za](mailto:scm@kzngf.co.za) during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

**Approved by**

*B. Ikaneng*

\_\_\_\_\_  
Tshidi Ikaneng  
Chief Risk Officer

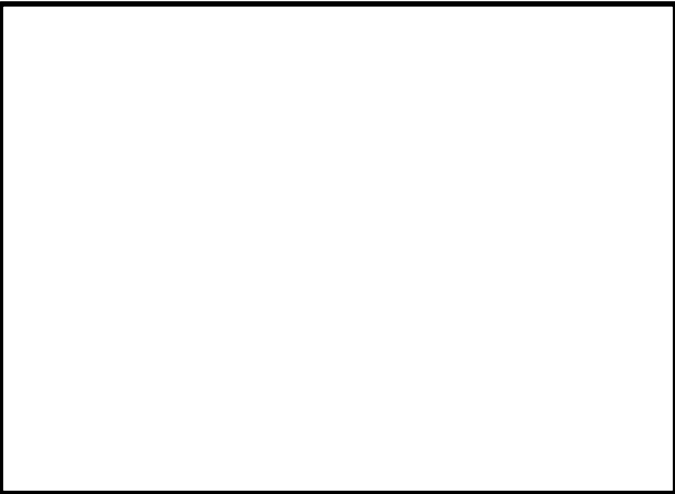


NAME OF BIDDER: \_\_\_\_\_

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFP.

Number	Description	Rate per hour inclusive of VAT
1.	<b>Asset Tracing Services</b>  <b>Senior Investigator</b> <b>Junior Investigator</b> <b>Associate</b>	

Tenderers signature.....



COMPANY STAMP

















### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest 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, 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 as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBE	/	3,95	/	
BWO	/	3.00	/	
PWD	/	2.05	/	
BYO	/	3.00	/	
Skill Development	/	4.00	/	
Locality	/	4.00	/	
	/		/	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. 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]

4.6. 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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....
	.....