

**REQUEST FOR QUOTATION**

**10 OCTOBER 2019**

**REQUEST FOR A PROFESSIONAL SERVICES TO CONDUCT AN INVESTIGATION.**

## 1. Purpose

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- 1.1. The purpose is to request to appoint the investigator/clinical psychologist at the Railway Safety Regulator (RSR). The investigator/clinical psychologist is required to investigate allegations of a sensitive improper conduct of an employee, make a finding, recommendations and provide a comprehensive written report.

## 2. Considerations

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- 2.1. The RSR received an allegation of a sensitive matter that requires an investigation by an experienced professional person.
- 2.2. Pursuant to receipt of a sensitive complaint against one of employees on allegations of misconduct pertaining to the employee's improper conduct, the RSR resolved to institute a formal process to independently investigate the allegations due to their sensitivity and the desire to remain neutral and objective.
- 2.3. The investigation will be conducted in our **Durban Regional Offices- Umhlanga Ridge**.
- 2.4. The allegations were viewed as very serious, hence a need for an urgent and diligent investigation

## 3. Requirements

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- 3.1. Extensive investigation of high profile and sensitive private cases, Dispute Resolution Management and Prevention with more than five years working experience in a reputable organisation or private practice.
- 3.2. Investigation Services that include the production of comprehensive reports.
- 3.3. Knowledge and Qualification(s) of employee relations, employment law and knowledge or experience of psychological processes will be an added advantage.
- 3.4. Provision of employee relations guidance, advice and formal opinions.
- 3.5. Working experience in Alternative Dispute Resolution and criminal matters.
- 3.6. Tax clearance certificate (with tax pin)
- 3.7. B-BBEE certificate (Certified Copy)

- 3.8. CSD registration
- 3.9. SBD forms 4, 6.1, 8 and 9 (attached – to be filled in and submitted with quotation)

#### **4. Scope of work**

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The scope of this project involves the following:

- 4.1. Establish the validity of the allegations against the employee.
- 4.2. Establish whether the allegations constitute misconduct.
- 4.3. Make recommendations to the employer on the findings.

#### **5. The Financial Proposal**

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- 5.1. The service providers are required to submit a detailed financial proposal costing the services at an hourly rate, and total cost, for the resource submitted for the project.  
**(VAT inclusive).**

#### **6. Evaluation of Quotations**

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The prospective service providers' bids will be evaluated based on the 80/20-point scoring system stipulated in terms of the Preferential Procurement Policy Framework Act of 2017 and functionality evaluation will be based on the terms of reference above and the evaluation criteria.

#### **7. Timeframes**

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The successful service provider is expected to complete the assignment within a very constrained period of time from the date of appointment due to the urgency of the instructions the required services, the closing date for submission of documents by the service providers must conduct the investigation within this week and the time lines of the final report is set as the 18<sup>th</sup> October 2019.

#### **8. Clarification**

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## 9. Closing Date and Time for responses to this request for quotations

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This request is **issued on Thursday 10<sup>th</sup> October 2019** and will **close on Monday 14<sup>th</sup> October 2019 at 15h00.**

**Quotations must be emailed to [goitseonek@rsr.org.za](mailto:goitseonek@rsr.org.za)**