



public works  
& infrastructure

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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## **TERMS OF REFERENCE**

### **Provisioning of comprehensive individuals checks and company screening**

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Provisioning of comprehensive individuals checks and company screening

## **1. INTRODUCTION AND BACKGROUND**

- 1.1. The Department of Public Works and Infrastructure (DPWI) has a dedicated Anti-Corruption and Fraud Awareness Unit (ACU) which is mandated to conduct investigations on allegations of fraud, corruption, serious maladministration. This Unit is placed within the Governance, Risk and Compliance Branch (GRC).
- 1.2. The Directorate Anti-Corruption and Fraud Awareness is mandated to conduct investigations on allegations of fraud, corruption and serious maladministration within the Department of Public Works. It is thus required from time to time, depending on the need that individual and company screening services are necessary or required to enable the Directorate Anti-Corruption and Fraud Awareness to conduct comprehensive investigation to the benefit of the Department.
- 1.3. As part of conducting investigations the Directorate Anti-Corruption and Fraud Awareness as and when necessary conducts screening of individuals and companies that conducts business with the Department in order to corroborated and/or authenticate information provided by third parties. It is against this backdrop that the Directorate Anti-Corruption and Fraud Awareness seeks to appoint a service provider to provide screening of individuals and companies capacity to the Department.

## **2. PROJECT PURPOSE**

- 2.1. The purpose of this Request for Quotation is to appoint a service provider to provide screening of individuals and companies capacity to the Department, providing access to conduct checks on:
  - Qualifications Verifications;
  - Citizenship Verification;
  - Company and Intellectual Property Commission Verifications;
  - South African Revenue Services Verifications;
  - E-NATIS Checks;
  - Global Qualifications Verifications;
  - Professional Councils Verifications;
  - Trace Alerts via Cellphones, E-mails, Social Media etc.; and
  - Regulatory Bodies Registration Verifications.

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### **3. DURATION OF CONTRACT**

- 3.1. The contract period will be for 36 months, effective from the date of the appointment letter. No extension of the duration of the contract is expected. However, should the extension of contract be considered by the Department for whatever reasons, it shall not be valid unless it is reduced to writing and agreed to by both parties. The Accounting Officer or his delegate will be the duly authorized signatory on behalf of the Department.

### **4. APPLICATION OF CONTRACT AND PROJECT ALLOCATION**

- 4.1. Prospective bidders are required to submit their proposal in provision of comprehensive screening of individuals and companies capacity to the Department.
- 4.2. The Department is aiming to appoint 5 Users to access the system.

### **5. COSTING**

- 5.1. All prospective bidders are expected to complete the attached **Annexure A** for pricing / costing schedule.

### **6. CONFIDENTIALITY**

- 6.1. Ownership and copyright of all documentation developed during the period of the contract will be vested in the National Department of Public Works and Infrastructure Hereinafter referred to as "Department".
- 6.2. No information or documentation may be used for any other purpose other than for providing a RFQ proposal to the Department, and no copies of any document may be made, except with prior written approval from the Department.

### **7. INTELLECTUAL PROPERTY AND OWNERSHIP**

- 7.1. All intellectual property rights relating to any work produced by the service provider in relation to the performance of this Contract shall belong to National Department of Public Works and Infrastructure Hereinafter referred to as "Department" and may not be used for any other purpose by the service provider. The service provider shall give the Department every assistance in protecting such intellectual property rights. All material, in paper, electronic or any recorded format produced by the service provider in the performance

of this Contract shall remain the property of the Department and must be handed over to the Department on termination of the contract.

- 7.2. All service providers undertake not to infringe the intellectual property of third parties. Should any action or claim be instituted against the Department emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify the Department against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

## 8. ENQUIRIES

All enquires relating to additional information on this project may be addressed to

### **SUPPLY CHAIN MANAGEMENT:**

Department of Public Works and Infrastructure – Xolani Makhonco (012) 406 1760

### **DIRECTORATE: ANTI-CORRUPTION AND FRAUD AWARENESS:**

Project Manager




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APPROVED BY:



Mr Matomo Mabotja

Tel 012 406 1328

Designation: Director: Fraud Awareness And Investigations

Date: 17/01/2023

**ANNEXURE A**

**PROVISIONING OF COMPREHENSIVE INDIVIDUALS CHECKS AND COMPANY SCREENING**

**PRICING/COSTING SCHEDULE:**

	YEAR 1		YEAR 2		YEAR 3				
	No of Estimated Checks	Rate	Total	No of Estimated Checks	Rate	Total	No of Estimated Checks	Rate	Total
Qualifications Verifications	25			25			25		
Citizenship Verifications	10			10			10		
Company and Intellectual Property Verifications	50			50			50		
South African Revenue Services Verifications	50			50			50		
E-NATIS Verifications	25			25			25		
Global Qualifications Verifications	10			10			10		
Professional Councils Verifications	15			15			15		
Trace Alerts via Cellphones, E-mails, Social Media etc.	35			35			35		
Regulatory Bodies Registration Verifications									
Total exc VAT		R			R			R	
VAT @ 15%		R			R			R	
<b>Total Inc VAT (Yr1 – Yr3)</b>		R			R			R	

\*The number of checks reflected on the schedule above are based on estimates, reimbursement will be made only on the actual number of checks requested by the DPWI and performed by the successful bidder.

\*Costing for year 2 – 3 must take into consideration estimated CPI projections.