



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Confidential

PROJECT SCOPE

INVESTIGATION INTO ALLEGATION OF MALADMINISTRATION RELATED TO MAINTANANCE WORK, FUMIGATION AND PEST CONTROL SERVICES

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 and as part of pro-active measures, to conduct fraud detection reviews within the Department of Public Works and Infrastructure. This Unit is placed within the Governance, Risk and Compliance Branch (GRC).
- 1.2. The Anti-Corruption and Fraud Awareness Unit received a request from the management to conduct an investigation into allegations of maladministration relating to maintenance work undertaken at the two (02) Ministerial houses; fumigation and pest control services allegedly rendered at ten (10) State owned properties.
- 1.3. **Once the nominated bidder has accepted the nomination, further information will be provided to the nominated bidder to enable submission of a detailed implementation plan.**

2. PROJECT PURPOSE

- 2.1 The purpose of this exercise is to engage the services of an external service provider, who will assist the Department by conducting an investigation into allegations of maladministration related to the maintenance works allegedly undertaken at the two (02) Ministerial houses; and fumigation and pest control services rendered at the ten (10) State owned houses.

3. OBJECTIVE AND SCOPE OF WORK

- 3.1. The objective is to conduct a comprehensive investigation allegations of maladministration related to the maintenance works allegedly undertaken at the two (02) Ministerial houses; and fumigation and pest control services rendered at the ten (10) State owned houses.

3.2. The scope of the investigation will, inter alia include the following:-

- 3.2.1. Determine whether due departmental processes were followed in the appointment of service providers that rendered maintenance work at the two (2) ministerial houses;
- 3.2.2. To determine whether services were rendered in accordance to contract deliverables between the department and the service provider (s) in relation to maintenance work carried out and whether the Department received value for money;
- 3.2.3. To determine whether payments made in relation to the fumigation and Pest Control were justifiable and the Department received value for money;

- 3.2.4. To determine whether the above appointment (s) and payments if any, results from corrupt activities between the Departmental officials, service providers, and or any other stakeholders involved in the process; an
- 3.2.5. Recommend appropriate course of action to be instituted by the DPWI where irregularities have been confirmed (represent the Department during disciplinary hearing, criminal proceedings and civil recovery and also prepare an A1 statement on behalf of the Department in case of criminal referrals).

4. DURATION OF THE INVESTIGATION

- 4.1. The investigation timelines are estimated to be for a total period of **Four (4) weeks**, effective from the date of the confirmation. No extension of the duration of the investigation shall however be valid unless it is reduced to writing and approved by the delegated authority within the Department.

5. LOCATION OF SERVICE:

- 5.1. The Forensic investigation will be conducted at the Department of Public Works and Infrastructure Head Office and Regional Offices.

6. PROJECT MANAGEMENT

- 6.1. The service provider will be responsible for co-ordinating the investigation activities in the Head Office and/or any other DPWI Regional Offices for reporting purposes.
- 6.2. The service provider will liaise with the Project Manager: Mr M.L Mahloko and the Director: Anti-Corruption and Fraud Awareness as the Senior Project Manager or any other Project Manager assigned by the DPWI. Further presentation to Project Committee by Lead Manager will be expected.

7. REPORTING

- 7.1. The appointed service provider must submit to the Director: Anti-Corruption and Fraud Awareness of the Department the following:
 - Progress reports on the service provider's activities in respect of this investigation (bi-weekly); and
 - Draft and Final report directed to the Deputy Director-General: Governance, Risk and Compliance on the investigation completed with clear findings, conclusions and recommendations.

8. IMPLEMENTATION PLAN

- 8.1. The service provider is required to submit a detailed Project Implementation Plan indicating the investigation approach and methodologies to be used to address the allegation(s).
- 8.2. The Implementation Plan should provide detailed activities over the period of the investigation, with time-frames, and pricing in line with the scope of work.
- 8.3. The Implementation Plan should indicate in detail resource requirement needs of staff members at a full time position of Manager, Supervisor and Investigators. Senior Manager should attend all project meetings.

9. CONFIDENTIALITY

- 9.1. **Ownership and copyright of all documentation developed during the period of the investigation will be vested in the National Department of Public Works and Infrastructure.**
- 9.2. No information or documentation may be used for any other purpose other than for investigation purpose in line with the mandate provided, and no copies of any document may be made, except with prior written approval from the Department.

10. INTELLECTUAL PROPERTY AND OWNERSHIP OF MATERIAL

- 10.1. All intellectual property rights relating to any work produced by the service provider in relation to the performance of this Contract shall belong to **DPWI** and may not be used for any other purposes other than those provided for in these Terms of Reference by the service provider. The service provider shall give **DPWI** 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 **DPWI** and must be handed over to **DPWI** within one month of the completion of the contract.
- 10.2. The service providers undertake not to infringe the intellectual property of third parties. Should any action or claim be instituted against the **DPWI** emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify the **DPWI** against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

11. 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

ANTI-CORRUPTION AND FRAUD AWARENESS:

Project Manager Mr L.M. Mahloko Tel 012 406 1060 Cell: 081 037 9385 Email Address: Lehlohonolo.Mahloko@dpw.gov.za	Senior Project Leader Mr M. Mabotja Tel 012 406 1328 Cell: 076 422 4015 Email Address: Matomo.Mabotja@dpw.gov.za
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Approved by:

MR L. MAHLANGU

Designation:

**ACTING DEPUTY DIRECTOR GENERAL
GOVERNANCE, RISK AND COMPLIANCE**

Date: 22 November 2023