



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTISING DATE: 04/02 /2019**

**UMZ/2018-19/INVESTIGATOR (BTO)**

SERVICE PROVIDER TO DO PRIVATE INVESTIGATOR FOR ULM.

Bidders are hereby invited to submit proposals/Quotations to do a private investigator for Umzimvubu Local Municipality as per terms of reference.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 12 February 2019**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** All technical enquiries may be directed to Mr T.Fundira and Mr Mbukushe (SCM Manager) 039 255 8507/8556

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FRERE**

**5090**

.....  
**GPT NOTA (MUNICIPAL MANAGER)**



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

**TERMS OF REFERENCE**

**FOR**

**THE SERVICES OF A PRIVATE  
INVESTIGATOR FOR UMZIMVUBU  
LOCAL MUNICIPALITY**



## **TERMS OF REFERENCE**

### **UMZIMVUBU SEEKS THE SERVICES OF A SERVICE PROVIDER TO PERFORM AN INVESTIGATION INTO THE THEFT OF FUNDS FROM THE MUNICIPALITY BY WAY OF FRAUD.**

#### **1. Background**

- 1.1 The Umzimvubu local municipality seeks the services of a qualified Private investigator to look into the theft of funds from Umzimvubu local municipality by fraudulent means. The Accounting officer is tasked by the prescripts of the MFMA Sec 60 (1) (a) to guard against the misuse or abuse of the Municipal assets in any way shape or form.
- 2 This will also be coupled with a skills transfer in the form of awareness campaigns to alert the Municipality on possible Fraud modus oparendi and how the Municipality and individuals can safeguard their assets from future incidents.

#### **3. Compilation of a detailed Investigation file**

##### **Factors to consider in preparation of a Investigative file:**

- Start with how it happened;
- A detailed timeline on how the events unfolded;
- Critical errors in judgement and the persons involved;
- The flow of the money from the time it left the municipal account;
- Who was/were the beneficiary/beneficiaries of the stolen money;
- Where and when the money was used;
- The names of the co-conspirators and where they work and reside;
- A possible means on how the funds can be recovered;
- A detailed report in summarizing the events leading up to present day.

#### **4. Duration**

- 4.1 The period of the investigation should be up to three weeks from the date of appointment.

#### **5. Methodology**

- 5.1 The investigation should be in line with the international prescripts of the Investigative framework and code of ethics.

5.2 The results of the investigation should lead result in the successful conviction of the criminal(s) by law enforcement.

5.3 There will be a retainer of 20% of the appointment amount that will be kept by the municipality until such time as the conditions set out in 5.2 are met.

## 6. **PROPOSAL/ SUBMISSION REQUIREMENTS**

### 6.1 **List of Contents**

All proposals must cover the following aspects of importance:

#### 6.1.1 **A Detailed Company Profile**

A company profile including brief history, field of expertise, staff resources, a proven tracking record of conducting investigations should be attached.

#### 6.1.2 **Proposed Methodology**

Service provider should come up with a sound and workable methods for the development of the above.

#### 6.1.3 **Accreditation**

6.1.3.1 The training provider must be a member of a relevant professional body;

6.1.3.2 A copy of membership certificate must be attached to the proposal.

#### 6.1.4 **Proposed Cost Structure**

Detailed Breakdown of Proposed Fee Structure, and it should be clearly stated whether it is inclusive of VAT or not.

#### 6.1.5 **Expertise and Qualifications Required**

Details of related experience and qualifications must be included as well as details of similar projects undertaken.

#### 6.1.6 **Compulsory Terms and Conditions**

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below:-



- a) Proof Ownership
- b) Declaration of Interests
- c) Tax Certificate or PIN

6.1.7 The service provider submitting the proposal must declare any conflict of interests that it may have.

6.1.8 The ULM reserve the rights, not to accept any proposals in part or in whole

6.1.9 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.

6.1.10 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

6.1.11 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

## **6.2 Where to Submit:**

6.2.1 All submissions must be clearly marked:

### **“INVESTIGATIONS FOR FRAUD AND THEFT OF UMZIMVUBU LOCAL MUNICIPALITY’S ASSETS”**

and be addressed for the attention of **the Municipal Manager, Mr G.P.T. Nota.**

6.2.2 Submissions must be dropped into the “Quotations box” at the SCM Office in Mount Frere at 813 Main Street, Mount Frere.

**6.2.3 Due date for the submission of proposal is 07 February 2019 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

## **7. INFORMATION AND QUERIES**

### **7.1 TECHNICAL QUERIES**

To the attention of Mr. T. Mbukushe and Mr. T. Fundira CFO

Phone : +2739 255 8500

Fax : +2739 255 0167

Email: [fundira.tinashe@umzimvubu.gov.za](mailto:fundira.tinashe@umzimvubu.gov.za).

## 7.2 OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of the Municipal Manager, Mr G.P.T. Nota.

813 Main Street  
Private Bag X 9020

**MOUNT FRERE**

5090

Phone : +2739 255 8500

Fax : +2739 255 0167