

ANNEXURE D

SCOPE OF WORK

DESCRIPTION OF SERVICE: APPOINTMENT OF SERVICE PROVIDER/CONSORTIUM TO PROVIDE FORENSIC INVESTIGATION ON PAYROLL AND THIRD-PARTY PAYMENTS, AND REVIEW OF CEF EMPLOYEES RECORDS

1. SCOPE OF BRIEF

CEF is committed to processes that adhere and are aligned to the principles of the Public Finance Management Act (PFMA) and other related laws, regulations, accounting standards and practices. CEF therefore requires the services of a competent and experienced service provider/consortium, to provide a range of investigations to review potential offences within the Human Resources environment.

Service provider must manage, administer, and provide advice for CEF. The service provider who to conduct the investigation will need to have the capacity, either through it or with the assistance of an identified and approved subcontractor to be able to execute the assignment.

2. Scope of work

The Management of CEF, request an independent forensic investigation to be perform independent analysis and unravel reasons that led to the CEF Payroll, employee records and third party processes deficiency and non-compliance and

- To establish whether any dishonest activities occurred;
- Quantify the prejudice suffered by CEF;
- To highlight any weaknesses in the control systems, procedures and policies; and
- To identify any possible perpetrators if applicable.

3. Supporting documents to be submitted

Services providers need to provide detail proposal on how each of the above deliverable will be executed.

4. Contractual Obligations

- This document will be annexed to CEF contract with the service provider and will constitute the schedule of deliverables for the purposes of this project.
- The service provider's quotation must remain valid for a period of 90 days from the date of submission and be inclusive of VAT. All prices indicated in the quotation must remain fixed for the period of the project.

- In the case of the service provider using sub-consultants, the former will be responsible for ensuring delivery of services from any such sub-consultants and for making any payments to such sub-consultants.
- It is encouraged that the service providers submit information on their expertise to motivate as to why they are the best service provider.

5. Disclaimer

The service provider must make and rely on their own investigations and satisfy themselves in relation to all aspects of this project. CEF will not be liable for any incorrect or misleading information in relation to any part of this document and reference documents thereto.

6. Absence of Obligation

No legal or other obligation shall arise between the service provider and CEF unless and until a formal contract has been signed by both parties.

7. Pricing

Provide pricing which is all inclusive of the requirements on the scope of work. Pricing must be a lumpsum fixed and firm amount, hourly rates or any rates for that matter will not be accepted. Please provide fixed fee cap lumpsum amounts for any pricing that cannot be set (e.g disbursement fees).