

## THEMBISILE HANI LOCAL MUNICIPALITY



### THLM/SCM03/2025-2026/MM01: APPOINTMENT OF PANEL OF SERVICE PROVIDERS FOR FORENSIC INVESTIGATION SERVICES TO THLM FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED

**SCOPE OF WORK**

---

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

### C 3.1.1 DESCRIPTIONS OF WORKS

#### SCOPE OF WORKS AND SPECIAL CONDITIONS OF CONTRACT

##### 1. EXTENT AND SCOPE OF WORK

The major work consists of the conducting forensic investigations to THLM for the period of 36 Months. The services will include:

- 1.1. Conducting of polygraphy Tests
- 1.2. Conducting of preliminary and full detailed forensic investigations.
- 1.3. Investigations into allegations for criminal offences within THLM
- 1.4. Screening of subjects of Interests
- 1.5. Opening Criminal Cases on behalf of THLM
- 1.6. Attending the criminal cases on behalf of THLM on the investigated Incident
- 1.7. Presentation of Investigation Report to THLM
- 1.8. Conducting of Investigation Enquiries on behalf of THLM
- 1.9. Obtaining of critical information on behalf of THLM. Section 205 of Criminal Act
- 1.10. Investigation into allegations of Theft, Fraud and Corruption
- 1.11. Investigation into Maladministration or Misconducts.
- 1.12. Investigation into MFMA Section 32 Expenditures (As and when required)
- 1.13. Cooperate and/ or work in collaboration with other government law enforcement agencies, including but not limited to the Asset Forfeiture Unit (AFU), Directorate for Priority Investigations (HAWKS), National Prosecuting Authority (NPA), Special Investigation Unit (SIU) AND State Security Agency (SSA), where necessary or required.
- 1.14. Provide expert testimony and evidence, at criminal trials and other judicial processes/ forums, internal disciplinary processes on behalf of the Municipality.
- 1.15. Assist the Municipality in recovering losses incurred/ suffered as a consequence to the committed fraud and/ or corruption.
- 1.16. Assist the Municipality in instituting progressive corrective measures, in line with the public service framework, against employees who are found guilty of misconduct or criminal offence.
- 1.17. The successful bidder/s shall submit a comprehensive investigation plan with detailed information on resources to be allocated to each investigation project.

---

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*

- 1.18. The successful bidder shall work with and report to the Chief Risk Officer, on the pre-screening and planning of the phases of the investigation process.
- 1.19. The successful bidder must also be able and willing to provide monthly progress reports to the Accounting Officer and the Risk Management Anti-Fraud and Anti-Corruption Committee of the Municipality. All progress reports (with supporting documents) will be reviewed by the Chief Risk Officer.
- 1.20. All intellectual property including risk reports, investigating reports, plans and other supporting documents will be the property of the Municipality.
- 1.21. All information obtained from the Municipality and through forensic investigations shall be regarded as confidential and as such, be handled appropriately as required by the Minimum Information Security Standards (MISS) policy.
- 1.22. Project allocations will be done on a rotational basis amongst the appointed services providers based on quotations.
- 1.23. The service providers to be appointed will be utilized on a basis (as when their services are required for the duration of the contract) in the execution of the specific projects
- 1.24. Conduct Awareness campaign relating to Anti-Theft, Anti-Fraud and Anti- Corruption.

---

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*