

PROCUREMENT REQUEST FORM


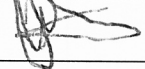
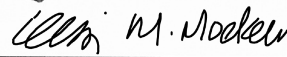
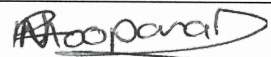
Request for tender (RFx) for all intended purchases ≥ R30k (VAT incl.)

- The form must be completed by a Procurement Practitioner on receipt of a call for assistance to source goods, works and/or services where the estimated value is greater than or equal to R30k (incl. VAT).
- Form must also be completed for deviations, except emergencies
- The form must be signed off by the relevant manager according to the CSIR's approval framework for the different stages as indicated.
- Requestor and Final Approver cannot be the same.

1	Cluster / Portfolio	Facilities Management and Security Services
2	Requestor	Phumudzu Mudzunga
	Final Approver	Navan Moopanar
3	Call Number <i>(respond to the requestor within a day of receiving the Call)</i>	00649495
4	Goods, works or services to be procured <i>(If this information is already captured in a memo, the memo can be attached as supporting documentation)</i>	Description of goods, works/services: Request for Quotation (RFQ) for Aluminium Partitioning in Building 17 at CSIR Pretoria Campus
		Transaction Background Glass door partitioning wall in one of the areas in bld 17 B 1st floor
		Motivation – Business case and need for procurement (where and for what the goods, works/services will be used for): All Aluminium work to be manufactured and installed as per The Association of Architectural Aluminium Manufacturers of South Africa (AAAMSA) specifications.
5	Goods, works / services related to Covid-19	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6	Is this a once off or on-going requirement?	<input checked="" type="checkbox"/> Once-off <input type="checkbox"/> On-going If on-going, indicate proposed contract duration:
7	Nature of Expenditure	<input checked="" type="checkbox"/> Operational Expenditure <input type="checkbox"/> Capital Expenditure
8	For consultancy services – has a gap analysis been conducted? <i>Attach engagement of professional service providers (consultants) form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Comments:
9	Estimate cost of goods, works or services required	Inclusive of VAT: R 150 000.00
		Exclusive of VAT: R 127 000.00
10	Full Charge Account for the Expenditure	SSMBL17 01315
11	Will a formal contract be signed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No


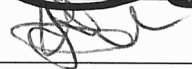
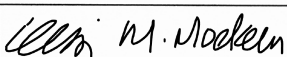

12	<ul style="list-style-type: none"> Is the budget / funds available and sufficient? Indicate client contract linked to the funds – if applicable If Capex – was the expenditure approved in the cluster's/portfolio's business plan? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If linked to client contract, indicate client contract and number: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
13	Does this procurement fall within the National Treasury (NT) designated sectors ? http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes indicate industry/sector/sub-sector:	
14	Will CIDB regulations be applied to this procurement transaction? <i>(CIDB regulations shall be applied to all construction procurement with value >= R30k (VAT inclusive))</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes indicate the class of works: 1GB or higher	
15	Will pre-qualification criteria for preferential procurement in terms of Point 4 of PPPFA Regulations 2017 be applied for this procurement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, indicate the applicable pre-qualification criteria:	
16	Will the objective criteria in terms of section 2(1) (f) of the PPPFA Act be applied for this procurement transaction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, indicate the objective criteria:	
17	If request is above R500k (incl VAT), is this included in the Procurement Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If yes, indicate the code as per the procurement plan:	
18	SSC members <ul style="list-style-type: none"> SSC must have representation from outside the end user department for transactions above R500k SSC chair must be from outside the department who initiated the request 	Rivalani Makhubele Kamogelo Rathebe Phumudzo Mudzunga	
19	PSC members – if applicable <ul style="list-style-type: none"> PSC compulsory for all transactions above R3m PSC must have representation from outside the end user department for transactions above R3m PSC chair must be from a different cluster / portfolio 	N/A	
20	Procurement Process to be followed <i>(Decision to be taken by procurement practitioner in consultation with SPP and/or P&SM)</i>	<input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> EOI <input type="checkbox"/> RFI <input type="checkbox"/> Single Source	<input type="checkbox"/> Sole Source <input type="checkbox"/> Variation / Expansion <input type="checkbox"/> NT Deviation <input type="checkbox"/> Other: Specify
21	Publication Platform <i>(Select all applicable platforms)</i>	<input type="checkbox"/> NT e-tender portal <input checked="" type="checkbox"/> CSIR Website <input type="checkbox"/> CIDB i-tender portal	<input type="checkbox"/> Targeted suppliers <input type="checkbox"/> Other: Specify

Signoff to initiate the tender process and establishment of the SSC and/or PSC:

	Name	Signature	Date
Procurement Request to initiate tender process accepted:			
SPU signoff	Rivalani Makhubele		01 12 2020
Recommended by (R)	Jan Venter		3/12/2020
Recommendation agreed to by (A)	Mpho Moeketsi		19/01/2020
Final approver signoff (D)	Navan Moopananar		22/12/2021

Sign off to approve tender documents – this Stage MUST only be signed after the tender documents have been put together by SSC and/or PSC

- Below signatures indicate that the scope of work or specification, evaluation criteria and the complete document have been checked for correctness and the final approver or delegated official/committee agrees that the documents can be published or issued.
- For values more than R3m, the GE may delegate the authority to sign off on the issuing of tender documents to the PSC chair.
- Where certain responsibilities are delegated to another authority, the delegated authority remains accountable.

	Name	Signature	Date
Tendering documents developed and accepted:			
SPU signoff	Rivalani Makhubele		01 12 2020
Recommended by (R)	Jan Venter		3/12/2020
Recommendation Supported by (I) <i>(Finance signature required for asset acquisitions)</i>	N/A		
Recommendation agreed to by (A)	Mpho Moeketsi		29 January 2021
Final approver signoff (D)	Navan Moopananar		01/02/2021

CSIR's approval framework for the approval of expenses has been used to determine who should sign off on the initiation of a procurement request as well as giving approval for the issuing of tender documents.

Initiation of procurement process and approval for publication of tender documents	CEO	EXCO	CFO	Exco Member/Group Executive	Executive Cluster/Group Manager	Impact Area Research Centre Manager	Group Manager: Procurement	Senior Department Official
More than R10m	D	A		A	R			
More than R3m and up to R10m				D	A	R		
More than R300k and up to R3m					D	A		R
From R30k and up to R300k						D		R

*
R- Recommender- the persons who initiates or drive the process;
A- Approver- the persons who agree with or approves the recommendation;
P- Perform- the person who carries out the decision once it has been made;
I- input- the person who must be consulted on the recommendation before a decision is made.
D- Decide- the person has final authority, and who can commit the organisation to action.