

ADDENDUM 7

WESTERN CAPE EDUCATION DEPARTMENT

**STANDARD OPERATING
PROCEDURE**

LIMITED BIDDING PROCESS

Issued in terms of section 38(1) (a) (iii) of the Public Finance Management Act, 1999 (Act 1 of 1999) and Provincial Treasury Instruction Chapter 16A 5.5.4 of 23 September 2019.

STANDARD OPERATING PROCEDURE

1. Purpose

- 1.1 The Provincial Treasury Instructions issued on 23 September 2019 form the basis for sound financial management in Provincial Departments and public entities and it becomes imperative that these instructions strengthen the outcome of a clean, efficient, effective, accountable and transparent supply chain management process. To this end the key objective of the governance framework for Supply Chain Management (SCM) is to enforce mandatory SCM requirements for the Department, institute adequate control measures and designated levels of accountability; separation of duties and transparency which will be uniformly applicable across the Province.
- 1.2 The absence of a limited bid standard operating procedure represents a potential risk for non-compliance to the core values of the Constitution¹, as stated in section 217, as well as section 38(1) (a) (iii) of the Public Finance Management Act² (PFMA).
- 1.3 Limited bidding is not a deviation from acceptable procurement processes, but rather a specific type of procurement methodology. The National Treasury Regulation states that *“where it is impractical to follow a competitive bidding process, the Accounting Officer may procure goods or services by other means, provided that the reasons for deviating from inviting competitive bids are recorded and approved by the Accounting Officer³”*.
- 1.4 The Department is therefore committed to the establishment of a Standard Operating Procedure (SOP) that amongst other:

¹ Act 108 of 1996.

² Act 1 of 1999.

³ National Treasury Regulation 16A.6.4.

- a) Builds capacity within the Department for the implementation of efficient, effective and transparent financial management;
- b) Strengthens the ability to deliver goods and services efficiently and timeously within the prescripts of the PFMA, National Treasury Regulations and Provincial Treasury Instructions;
- c) Provides clarity on the relevant legislative framework in relation to limited bidding;
- d) Ensures uniformity and consistency in the procurement of limited bids;
- e) Prevents the undermining of the financial management system;
- f) Eradicates irregular, unauthorized as well as fruitless and wasteful expenditure;
- g) Establishes a system of recording and reporting of the procedures used in the limited bidding process; and
- h) Promotes best practice.

1.5 For ease of reference this SOP consists of the following:

- a) Annexure A – Provincial Treasury Instructions, Chapter 16A, paragraph 5.5.4
- b) Annexure B – Process Application and Responsibilities;
- c) Annexure C – Process Flow Diagram
- d) Annexure D - Application Form for Limited Bidding

1.6 The Standard Operating Procedure for Limited Bidding Procedures together with annexures is effective from the date approved by the Accounting Officer and will be reviewed on an annual basis.

2. **Abbreviations, Definitions and Descriptions**

2.1 For the purpose of this SOP, the following abbreviations, definitions and descriptions have the meaning as described below:

AC	-	Audit Committee
AFS	-	Annual Financial Statement
AGSA	-	Auditor-General of South Africa
AO	-	Accounting Officer
AR	-	Annual Report
CFO	-	Chief Financial Officer
EA	-	Executive Authority or Member of the Executive Council (MEC) or Provincial Minister of Education
FC	-	Financial Control
FE	-	Fruitless Expenditure
FIU	-	Forensic Investigative Unit in the Department of the Premier
IA	-	Internal Audit
IE	-	Irregular Expenditure
IFW&U	-	Irregular, Fruitless & Wasteful and Unauthorised expenditure

MISS	-	Minimum Information Security System prescribed for the Western Cape Provincial Government
NT	-	National Treasury
PFMA	-	Public Finance Management Act of 1999 (Act 1 of 1999, as amended)
PT	-	Provincial Treasury
PTI	-	Provincial Treasury Instructions
s	-	Section of legislation
SAPS	-	South African Police Services
SCM	-	Supply Chain Management
TR	-	National Treasury Regulations
UE	-	Unauthorised Expenditure
WE	-	Wasteful Expenditure

‘Abuse of power’ means the use by a public servant of his or her vested authority to improperly benefit another public servant, person or entity or using such power to improperly discriminate against another public servant, person or entity.

‘Abuse of privileged information’ involves the use, by a public servant of privileged information and knowledge that a public servant possesses as a result of his/her office to provide unfair advantage to another person or entity to obtain a benefit.

‘Audit Committee’ means the Departmental Audit Committee.

‘Bid’ means a written offer on the official bid documents or invitation of price quotations;

‘Bid Evaluation Committee’ means a committee that is responsible for the objective evaluation of bids received and the submission of a report and recommendations to the Bid Committee.

‘Bid Specification Committee’ means a committee that does an investigation into the need that was identified and draws up all specifications which are required for the procurement to be offered as a bid.

‘Bribery’ means a promise, offering or giving of a benefit that improperly affects the actions or decisions of public servants.

‘Business risk’ means the threat that an event or action will adversely affect an organisation’s ability to maximise stakeholder value or citizen perception of service delivery.

‘CIDB’ means Construction Industry Development Board. The CIDB regulates construction procurement within the overarching legislative framework for public sector procurement through the:

- a) Construction Industry Development Regulations;
- b) the CIDB Standard for Uniformity in Construction Procurement and
- c) the CIDB Code of Conduct for the Parties engaged in Construction Procurement.

‘Competitive bid’ means a bid in terms of an open competitive bidding process.

‘Contract management’ means maintaining control or influence over the contractual arrangement between the Department and the contractor or service provider, including administering and regulating such agreements.

‘Contract’ means the agreement which results from the acceptance of a bid.

‘Contractor’ means any natural or legal person whose bid has been accepted by the State.

‘Closed bidding’ means only one prospective service provider or bidder is offered the opportunity to bid.

‘Control’ means any action, procedure or operation undertaken to increase the likelihood that activities and procedures achieve their objectives. Control is a response to risk and is intended to contain uncertainty of outcome.

‘Committee’ means the Departmental Audit Committee.

‘Compliance’ means the meeting of obligations under laws, regulations, codes or departmental standards.

‘Emergency’ means situations where immediate action is necessary in order to avoid a dangerous or risky situation or misery.

‘Fraudulent practice’ means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Accounting Officer, and includes collusive practices among bidders or contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the Accounting Officer of the benefits of free and open competition.

‘Fraud prevention’ involves the design, implementation and monitoring of effective accounting and operational controls. The functioning of these controls depends on the control environment, which is the tone set by

management. If management is risk averse and supports the application of controls, then accounting and operational controls are likely to be effective. Conversely, if management does not support the application of controls, accounting and operational controls are likely to be ineffective.

'Fruitless and Wasteful Expenditure' (FE & WE) means expenditure made in vain and would have been avoided had reasonable care been exercised.

'Irregular Expenditure' (IE) means expenditure, other than unauthorised expenditure, incurred in contravention of or not in accordance with a requirement of any applicable legislation.

'Limited Bid' means any bid that is not obtained through an open and competitive process.

'Limited Bidding' means the process whereby bidding is reserved for a specific group or category of possible suppliers / service providers / contractors, because it is impractical to have an open competitive process.

'Multiple Source Bidding' means a form of bidding where the market has been tested through a detailed market analysis, and there are only a few prospective service providers that are able to submit a proposal.

'Single Source Bidding' means a form of bidding where a pre-selection process, following a detailed market analysis, identified only one amongst a few prospective service providers to be requested to submit a final proposal.

'Sole Sourcing' means the form of bidding where there is no competition and only one service provider exists, following a detailed market analysis, to submit a proposal.

'Standard Operating Procedures' (SOP's) means a method of functioning that has been established over time in order to execute a specific task or react to a specific set of circumstances or situation or process. SOPs document the normal or accepted methodology and help form the basis for conformance evaluation.

'Urgency' means a situation where early delivery is of critical importance and/or when the invitations of comparative bids are either impossible or impractical, provided that the situation was unforeseen.

'WCED' means the Western Cape Education Department.

3. Governance Framework – Limited Bidding

3.1 The table below shows the referencing to the relevant legislative framework and prescripts that guide the identification and treatment of the SCM limited bidding procurement procedure in the WCED.

Table 1: Governance Framework

PRESRIPT	PROVISION
Constitution of the RSA, 108 (Act 108 of 1996)	<ul style="list-style-type: none"> i. The Constitution is the Supreme Law and all public sector powers flow primarily from the Constitution; ii. Section 217 refers to the contracting for goods and services and the requirements for the granting of preferences: “...the system must be fair, equitable, transparent, competitive and cost-effective.....”
Public Finance Management Act, 1999 (Act 1 of 1999) – [PFMA] and its regulations	<ul style="list-style-type: none"> i. The PFMA provides that the National Treasury will issue a framework for the procurement and provisioning of goods and services {section 76(4)}; ii. The aforementioned was issued by National Treasury as the Supply Chain Management Framework (SCM), effective from 1 January 2004; and iii. The National Treasury Regulations, Chapter 16A6.4, provide for bidding methods other than competitive bidding.
Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)-[PPPFA] and its regulations	This Act provides for the granting of preferences by organs of state to previously disadvantaged individuals and to promote Broad-Based Black Economic Empowerment and SMME development.
Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003) – [BBBEE]	Providing for additional mechanisms whereby both the private and public sector must achieve black economic empowerment.
National Treasury Regulations of 2005 issued in terms of section 78 of the PFMA [TR]	TR 16A6, 16A8, 16A9 and 16A11.
Supply Chain Management: A Guide for Accounting Officers and Accounting Authorities, February 2004	<p>Paragraph 4.7.7: Direct negotiations with a supplier can be effected only with the AO's permission, if bidders have been identified as preferred bidders through a competitive bidding process.</p> <p>Paragraph 4.7.8 indicates the forms of limited bidding.</p>
National Treasury Circular, 12 July 2010	Verifying the prohibition status of bidders prior to awarding contracts.
National Treasury Practice Note No. 8 of 2007/2008	Amended threshold values for procurement of goods and services.
National Treasury Practice Note No. 6 of 2007/2008	<ul style="list-style-type: none"> i. Guidelines for the use of TR16A6.4, in cases when it was decided not to use the competitive bidding process.

	ii. Regulation for the reporting of goods/services with the value above R1 million, procured in terms of TR16A 6.4.
Provincial Treasury Instructions, Chapter 16A, September 2019	Chapter 16A5.5.4 provides for amongst others, the submission of a written motivation clearly indicating that a limited bidding process is the appropriate form of procurement (Application form for Limited Bids); and identifies specific scenarios where limited bidding may be used.
NT Circular: Implementation of Supply Chain Management (27 October 2004)	The implementation of the following sections of Circular of 27 October 2004 was not superseded, recalled or amended for limited bids. It is thus valid for all limited bid procedures: (i) Section 1: Accountability. (ii) Section 2: Unsolicited bids (To be read in conjunction with Practice Note 11 of 2008/9: Unsolicited Proposals) . (iii) Section 3: Payment of accounts. (iv) Section 4: Appointment of bid committees. (v) Section 6: Publication of awards. (vi) Section 7: Delegations.
Circular on Code of Conduct for Bid Adjudication Committee (March 2006)	Provides guidelines on the mandate, role, function, composition, duties, meeting procedures and conduct of SCM Bid Adjudication Committees.
Western Cape Preferential Procurement Policy, 2002	This policy determines the effect and impact of provincial government procurement within the boundaries of the province. It endeavours to improve procurement practices whilst granting preferences to previously disadvantaged individuals, as per the PPPFA.
Departmental AO SCM System	This AO SCM System defines the SCM practices in the Department and gives effect to the applicable legislation.
Delegations of the Western Cape Education Department	Delegates the decision making powers of the AO to lower ranked officials in the department.

4. **Applicable Annexures**

- 4.1 Annexure A : Provincial Treasury Instructions, Chapter 16A, 5.5.4
- 4.2 Annexure B : A Process Flow Chart for Limited Bidding Procedure.
- 4.3 Annexure C : Western Cape Education Department's Standard Operating Procedure for the procurement of goods/services through the limited bidding Process.
- 4.4 Annexure D : Application form for Limited Bids.

ANNEXURE A

Provincial Treasury Instructions, Chapter 16A

PRESCRIPT	PROVISION
Provincial Treasury Chapter 16A: 5.5.4	<p>(a) An accounting officer or accounting authority may procure goods or services by means of a limited bidding process if:</p> <ul style="list-style-type: none"> (i) a written motivation clearly indicates a limited bidding process to be the appropriate form of procurement because there is confirmed, limited competition in the supplier field. The motivation must include an appropriate market and expenditure analysis of the relevant goods and services. Given the exceptional nature of a limited bidding process, the motivation must, in addition to the findings, present and substantiate the methodology used for such analysis and determinations. (ii) a competitive bidding process or invitation of quotations was initiated, but the bids received were all non-responsive or unaffordable and time is of the essence. In such cases re-invitation of bids can be limited to those service providers who initially submitted proposals; (iii) goods or services are designed or manufactured solely by an identified supplier or the supplier is the owner of the intellectual property necessary to create the goods or services. Written confirmation of such design, manufacturing or ownership of intellectual property must be obtained from the supplier and retained on the bid file; (iv) there exists legislative, technological or safety requirements or standards that reasonably permit only a limited number of suppliers or contractors to meet the requirements or standards. Invitations to bid may, if desired, be limited to those proven to meet said requirements or standards. The afore-mentioned requirements or standards must be recorded by the institution and retained on the bid file; or (v) the institution has a specific need and can procure for exceptionally low prices for a limited period of time from a specific supplier. Written confirmation of the offer and the reasons for it must be provided by the supplier and retained on the relevant bid file as well as an indication that other relevant suppliers could not match the offer; or <p>(b) when procuring goods or services through a limited bidding process, an accounting officer or accounting authority must ensure that:</p>

	<ul style="list-style-type: none"> (i) the required demand management process has been complied with; (ii) goods or services procured above the threshold of R500 000 be recommended through the bid adjudication process prior to an award being made by the accounting officer or accounting authority; (iii) all limited bids over the value of R1 million (all applicable taxes included) must be reported to the Provincial Treasury and the Auditor General within 10 working days after finalization of the procurement transaction; (iv) all limited bids over the value of R5 million (all applicable taxes included) be executed in consultation with the Provincial Treasury prior to the award being made by an institution; and (v) reasons for the decision are documented and approved by the accounting officer and readily available to give effect to the Promotion of Administrative Justice Act, 2000(Act 3 of 2000).
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ANNEXURE C

Standard Operating Procedure for the procurement of goods/services through the limited bidding Process.

Stage	Application	Process Step	Rationale	Responsible Person
1.	Needs analysis and motivation for limited bidding	1. Is it a real need?	1. A reason as to why it is required must be provided.	Responsibility Manager
		2. Is it important and why, i.e. what would the impact be if it is not acquired?	3. If it is not important but rather a nice to have, then an indication must be given regarding what value the product or service would add to the mandate of the unit / component or Branch. Otherwise, a reason as to why it is required must be given. If it was an	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
			instruction by a higher authority, then such instruction must be in writing.	Responsibility Manager
		4. Is it linked to the budget and how vulnerable are funds to budget cuts?	Where there are ad-hoc requirements that fall with the advent of a particular event and thus the requirement could either, not be foreseen, planned or anticipated. This must be clearly documented. Where relevant, minutes of meetings / forums / cabinet decisions / e-mails, where such a requirement originated must be kept on file together with the identified requirement as it speaks directly to the identification of the need.	Responsibility Manager
		5. Is it linked to any particular strategy of that unit / component / Branch?	5. Where the requirement is linked to the budget, this must be stated. It is also important that the issue of vulnerability of available funds to future budget cuts be addressed as this also adds additional weight to priority of projects.	Responsibility Manager
		6. Is it an ad-hoc requirement and how did	6. Where it is linked to a strategy of the component / unit or Branch, or	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
		it come to be the responsibility of the unit / component / Branch?	relates to a particular policy decision, for example, as set out in the Annual Performance Plan or Departmental Strategic Plan, or the Provincial goals / strategies, this must be stated and the relevant policy / plan / strategy or excerpts thereof must be attached in support of statements in motivation.	Responsibility Manager
		7. Does it have priority and why?	7. As far as it pertains to the priority of the project / service / product a clear motivation must be given, as it sets out the factors that determine the weight of the service / product required. This might include but is not limited to: (i) Political will; (ii) Legislative requirements / mandates; (iii) Policy interventions; (iv) National/Provincial programmes or directives, etc.	
	Scarcity of commodity	8. Is there a scarcity of the specific commodity in the market / country / province?	8. Consideration that is general but also very important relates to issues such as: Where a service or product is readily available, it becomes harder to motivate the limitation of providers.	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
			Strategic nature of commodity / service / product. The more strategic, the more subtle and thorough the approach. Even more important is the mitigation of risk.	
	The time factor	9. Is there a time implication that necessitates urgent action / bypassing of the normal acquisition process?	9. The less time available for acquiring particular goods or services, the options in terms of procurement solutions are limited. Time or the limitation thereof also has a major impact on cost. Thus, one cannot expect a full spectrum of goods and services within a short period of time at the lowest possible cost. Trade-offs is a very real and quite important factor to consider in procurement.	Responsibility Manager
	Funding	10. Is there funding for this requirement and is the impact of this requirement known and accepted?	10. The less funding available, the more pressure is placed on following a limited, negotiated procurement process. Where there is an existing strain on the funding, it defeats the purpose to spend the bigger part of that on the procurement option rather than the service / product required.	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
	The Market / Industry	11. Analyse the market to determine all possible options to satisfy the demand.	11. Understanding the market is key to ensure that the best procurement option is selected. It serves no purpose to select an open bidding process in a market that by virtue of the nature of the product / service required is inherently limited. This, in the true sense of the word, is fruitless and wasteful.	Responsibility Manager and SCM Unit
	Geographic location	12. Does the geographic location of potential Service Providers have an impact on the selection process (i.e. Sole Supplier – Country)	12. The place where the service / product is needed at times is a factor that leads to the decision to limit service providers. A practical example here is isolated and / rural areas, or areas where there are no locally based services providers / products etc. In other words, where the commodity required is not locally available.	Responsibility Manager
	Economic climate	13. Is there any specific economic circumstance that indicates the utilisation of limited bids?	13. The economic climate plays a huge role as it relates to the availability of a particular service or product, the cost associated with it in a climate where the service is readily available (overprovided) as opposed to when it is scarce (over demand and under provision).	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
			<p>Where it is thus possible to forecast a particular pattern as it relates to a specific commodity, this should be catered for as it ultimately impacts on procurement solutions available.</p> <p>Socio-Economic Objectives As much as cost is a consideration, government is burdened with a socio-economic obligation to use procurement as a tool for economic empowerment of the historically marginalized. To this end, who government buys from, at what cost and to what end is most certainly influenced by the legislative framework and the social policies pertaining to procurement. This inevitably also impacts on how contracts would be structured to meet socio-economic requirements expected.</p>	
	Inherent nature of the service / product	14. Is the product of a specific nature that precludes an open bidding process to be followed (i.e. patented / sole source) or developmental in nature?	14. This pertains to considerations such as: Is the service/product developmental in the context of whether or not there are other precedents (either in the province or in the country at large). This would	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
			dictate an approach of open vs. limited as well as local vs. international.	
	Appointments as a corrective measure / compliance issues	15. Are the Appointments as a corrective measure / compliance issues?	15. Appointments as a corrective measure / compliance issues or circumstances where the risk of failure cannot be tolerated (e.g. the prevention of qualified audit reports) it is deemed reasonable to accept that one would limit the invitation to those suppliers who have proven their capabilities.	Responsibility Manager
	Legislative, technological and safety requirements	16. Are there specific Legislative, technology or safety requirements associated with the product or service that indicates a limited bid scenario? (Refer to PTI 16A5.5.4.(a)(iv))	16. Where there are legislative, technological, safety requirements that dictate a limitation of the invitation to those service providers who have proven their capabilities. This refers to particular requirements such as SABS certified, ISO registered, accreditation requirements, prescribed registration conditions, etc. Where intellectual property, copyright, business intelligence, commercial designs and other proprietary rights are inherently part	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
			of the service / product / output required.	
	Unsolicited proposals	17. Refer to PTI 16A5.5.6 for the provisions.		SCM Unit
2.	Delegations to apply for the procuring of goods / services	18. Select the relevant delegations applicable for this process that deals with impracticality to invite open bids and consult all delegations that deal with limited bids and select the most appropriate one.	18. Where more than one suits the circumstances, select and quote all.	SCM Unit
		19. Approval of submission.	19. Duly authorized by the relevant delegate.	SCM Unit
3.	Acquisition Management	20. Service level agreement (SLA).	20. SLA criteria (where applicable) should be clear and specific and provided	Responsibility Manager and SCM Unit
		21. Project plan should be included.	21. Start to finish date, activities, and milestones should be detailed	Responsibility Manager
		22. Company proposal.	22. Detailed, valid, and legally acceptable proposal	Responsibility Manager
		23. Details of payment structure clarified.	23. Payment plan – agreed to by the supplier	Responsibility Manager
		24. Declaration of interest (WCBD 4 form).	24. Declaration of interest as per completed Western Cape Provincial Government Bidding Document.	SCM Unit

Stage	Application	Process Step	Rationale	Responsible Person
		25. Tax status of the company	25. Verify the tax status of the company on the Central Supplier Database (CSD).	
		26. Reporting of limited bids.	26. Monthly statistics via SCM in the office of the CFO to Provincial Treasury.	SCM Unit
4.	Contract Management	27. Refer to PTI 16A: Part 7.		SCM Unit
5.	Performance Reporting	28. Refer to PTI 16A: Part 12.	28. This refers to the reporting of the service provider to the respective project manager. Supplier management in terms of performance.	SCM Unit



ANNEXURE D

APPLICATION FOR LIMITED BIDDING

LIMITED BIDDING Limited Bidding must be used only as an exception in line with paragraph 5.2.1.5 of the Provincial Treasury Instruction, 2019	
<u>Guide to complete the Form</u> 1. Requestor to complete all areas 2. Ensure that all information is visible and in a printable format by: 2.1 Widening the row height to show all information 2.2 Adjusting the print area before printing. 3. This Application must be completed in line with the AOS.	
1. REQUESTOR INFORMATION	
FULL NAME:	
DIRECTORATE:	
DESIGNATION:	
DATE:	
REQUISITION NUMBER:	
TELEPHONE NUMBER:	
2. SERVICE DESCRIPTION	
2.1 DESCRIPTION OF GOODS/SERVICES REQUIRED.	
2.2 QUANTITY (IF APPLICABLE)	
2.3 COMMODITY	

2.4 TOTAL ESTIMATED COST.	R
3. MOTIVATION FOR LIMITED BIDDING a) TICK "YES" OR "NO" WHERE REQUESTED. b) IF NO, PROVIDE REASON(S).	
3.1 MOTIVATE WHY THE COMPETITIVE BIDDING (OPEN PROCESS) PROCESS CANNOT BE FOLLOWED.	
3.2 WAS A BUSINESS CASE DEVELOPED THAT REFLECTS A MARKET AND EXPENDITURE ANALYSIS OF THE RELEVANT GOODS OR SERVICES? (a) IF YES, ATTACH TO APPLICATION. (b) IF NO, PROCUREMENT CANNOT PROCEED (SEE PTI 5.2.1.5(a)(i))	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.3 WAS AN OPEN INVITATION PROCESS INITIATED WHICH RESULTED IN AN APPROVED LIST OF SERVICE PROVIDER/PROVIDERS WHO COULD PROVIDE THE GOODS OR SERVICES?	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.4 WAS A COMPETITIVE BIDDING PROCESS INITIATED AND THE BIDS RECEIVED WERE ALL NON-RESPONSIVE OR UNAFFORDABLE AND RE-INVITATION WAS LIMITED TO THOSE SERVICE PROVIDERS WHO INITIALLY SUBMITTED PROPOSALS?	
YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach Proof)	

<p>3.5 ARE GOODS OR SERVICES DESIGNED OR MANUFACTURED BY THE SUPPLIER OR THE SUPPLIER IS THE OWNER OF THE INTELLECTUAL PROPERTY?</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(Attach Proof)</p>
<p>3.6 IS THERE LEGISLATIVE, TECHNOLOGICAL OR SAFETY REQUIREMENTS OR STANDARDS TO LIMIT THE INVITATION TO THOSE SUPPLIERS WHO MEET THE REQUIREMENTS OR STANDARDS?</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(Attach Proof)</p>
<p>3.7 DOES THE INSTITUTION HAVE A SPECIFIC NEED AND CAN PROCURE FOR EXCEPTIONALLY LOW PRICES FOR A LIMITED PERIOD OF TIME FROM A SPECIFIC SUPPLIER?</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(Attach Proof)</p>
<p>3.8 ARE GOODS OR SERVICES OFFERED BY OTHER DEPARTMENTS, TRADING ENTITIES OR PUBLIC ENTITIES, INCLUSIVE OF SERVICE PRODUCTS?</p>
<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>3.9 WHAT ARE THE CONSEQUENCES IF THE APPLICATION IS NOT APPROVED?</p>

4. DEMAND MANAGEMENT PROCESS (IF NO, PROVIDE REASONS)	
4.1 IS THE NEED PART OF THE STRATEGIC PLAN OF THE COMPONENT/DEPARTMENT? IF YES, STATE THE STRATEGIC OBJECTIVE. YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.2 HOW AND WHEN WAS THE NEED IDENTIFIED? 	
5. ACQUISITION PROCESS (IS THE FOLLOWING INFORMATION ATTACHED) / IF NO, PROVIDE REASON(S)	
5.1 THE TERMS OF REFERENCE / SPECIFICATIONS.	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.2 PROJECT PLAN (OBJECTIVES, TIMELINES, ETC.)	
5.3 SOLE SUPPLIER? (ATTACH CERTIFICATION THAT SERVICE PROVIDER IS INDEED THE MANUFACTURER/DISTRIBUTOR/RESELLER OF THE GOOD/SERVICE)	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. FINANCIAL IMPLICATIONS (FOR THE DEPARTMENT/PROGRAMME) IF NO, PROVIDE REASONS	
6.1 IS DETAIL OF THE PAYMENT STRUCTURE OR FINANCIAL IMPLICATION ATTACHED/GIVEN	YES <input type="checkbox"/> NO <input type="checkbox"/>
6.2 WHAT IS THE BUDGET ALLOCATION FOR THE NEED?	INSERT RAND VALUE HERE R
7. PERSONNEL IMPLICATIONS	
7.1 ARE ANY WCED OFFICIALS INVOLVED IN THE DELIVERY OF THE PROJECT?	YES <input type="checkbox"/> NO <input type="checkbox"/>

7.2 IS THERE A SKILLS TRANSFER PLAN? (PROOF TO BE ATTACHED)	YES <input type="checkbox"/> NO <input type="checkbox"/> IF <u>YES</u>, PROVIDE THE FOLLOWING: Measurable targets; time-frames; requirements and what skills are to be transferred.
7.3 IS ANY PARTICULAR TRAINING OR EMPOWERMENT REQUIREMENTS INVOLVED? (PROOF TO BE ATTACHED)	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. CONTRACT MANAGEMENT AND PERFORMANCE / IF NO, PROVIDE REASONS	
8.1 WHO WILL BE THE PROJECT MANAGER RESPONSIBLE FOR THE CONTRACT MANAGEMENT? (NAME: DESIGNATION: CONTACT DETAILS:
8.2 ARE THERE ANY SPECIAL CONDITIONS OF THE CONTRACT REQUIREMENTS e.g. SECURITY PROVISIONS etc.?	YES <input type="checkbox"/> NO <input type="checkbox"/> If <u>YES</u> , Attach proof.
9. OFFICIAL SUBMITTING THE MOTIVATION FOR RECOMMENDATION	
NAME: DESIGNATION: SIGNATURE: DATE:.....	
10. PROGRAMME / SUB-PROGRAMME MANAGER RESPONSIBLE FOR BUDGET	
NAME: DESIGNATION: SIGNATURE: DATE:	