



Isalathiso: 20190731-7421  
Inombolo yefayili: 5/1/P  
Imibuzo: JT Solomons

INGcaciso eMfutshane yeCandelo loLawulo loKuthengwa kweMpahla neeNkonzo:  
0002/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela-Balawuli, kwiipraktishina ze-SCM nakuMagosa eSCM akwaNdlunkulu nakwii-Ofisi zeZithili

**ISihloko: Ukuhlaziywa kweethemplethi zokuthengwa kweempahla neenkonzo ezisemthethweni (IziHlomelo) kwi-Accounting Officer System (AOS)**

1. Iziphumo zakutshanje zoMphicothi-zincwadi Jikelele (*Auditor General (AG)*) zibangele ukuba kube yimfuneko ukuhlaziywa kweethemplethi zokuthengwa kweempahla neenkonzo ukulungiselela iimpahla neenkonzo ezithengwayo (IziHlomelo 5 & 6) kwi-Accounting Officer System (AOS) ukuqinisekisa ukwahlukaniswa kwemisebenzi.
2. Ahlaziyiwe amanani aqingqiweyo awamkelekileyo ekuthengweni kweempahla neenkonzo ukuthomalalisa iziphumo ze-AG.
3. Iithemplethi zokuthengwa kweempahla neenkonzo ezihlaziyiweyo maziphunyezwe kwicandelo lonxibelelwano lwabathengi nabathengisi ngokukhawuleza.
4. Kubaluleke ngokugqithisileyo ukuba iithemplethi zokuthengwa kweempahla neenkonzo ezichaphazelekayo zisetyenziswe ngokungqinelana nokudluliselwa kwamagunya okufanelekileyo kwi-AOS.
5. Kucelwa wazise okuqulethwe yile ngcaciso imfutshane kubo bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.
6. Iya kuthakazelelwa intsebenziswano yenu ngokumalunga noku.

**ISAYINWE:** NGU-BK SCHREUDER  
**INTLOKO YESEBE LEMFUNDO**  
**UMHLA:** 2019-09-06

**Directorate: Procurement Management**

The Chairperson  
Head Office Quotation Committee

**OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES BETWEEN R1 AND R200 000**

**SECTION A: USER INFORMATION**

A1. Description of goods/services.								
A2. Is the need repetitive and is it envisaged that the annual need will exceed R500 000?				NO		YES		If YES, consider competitive bidding process
A3. Quantity of goods required?				A4. Estimated total cost (Incl. VAT)				
A5. Is the request in line with budget?		YES		NO	If NO, motivate the source of funds to be used.			
A6. Identify the SCOA Codes (LOGIS Users Only).		Fund	Responsibility	Objective	Project	Item	Regional Identifier	Assets
A6. Identify the Stock Code/ICN Number, where applicable.								

**SECTION B: QUOTATION INFORMATION**

B1. How have the quotes been obtained?		Written Quotes		Electronic Quotes (Tradeworld)		Other (Specify)
B2. If less than 3 quotes have been obtained, provide reasons why?						
B3. Pricing and Preferential Procurement Information (If required, attach separate sheet).						

SUPPLIER	PRICE	POINTS FOR PRICE	B-BBEE POINTS	TOTAL POINTS
1.				
2.				
3.				
4.				
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6.				
7.				
8.				
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**SECTION C : BIDDER RECOMMENDED FOR ACCEPTANCE**

C1. \_\_\_\_\_ is the recommended supplier with the highest total points of \_\_\_\_\_ at a total price of \_\_\_\_\_ (Incl. VAT).

C2. Another \_\_\_ offers were received with price ranges of: **R** \_\_\_\_\_ - to **R** \_\_\_\_\_ - (Incl. VAT) but do not provide any value for the Department.

C3. Are there any offers received and passed over?		YES		NO		If YES, give details below.
SUPPLIERS		PRICE		REASONS FOR PASSING OVER		
1						
2						
3						

**SECTION D: SCM COMPLIANCE**

D1. I hereby confirm that: |

- specifications for the product/service were developed in accordance with the departmental prescripts.
- that all quotations obtained have been verified and that no supplier has been prejudiced.

***I hereby also declare/confirm that I have no interest in any bid under consideration.***

D2. The recommended bidder is registered on the Western Cape Supplier Database/Central Supplier Database.

D3. The recommended bidder's tax matters are in order.

D4. The recommended bidder is not on the list of tender defaulters or restricted suppliers.

D5. I have ensured that the successful bidder has completed the WCBD4 form.

D6. The end user has confirmed that the product/service is acceptable.

Compiled by:		Rank:	
Signature:		Date:	

**SECTION E: CONSIDERATION/RECOMMENDATION BY HEAD OFFICE QUOTATION COMMITTEE**

(Tick the application)				DECLARATION OF INTEREST BY QUOTATION COMMITTEE MEMBERS	
	YES	NO	N/A	Name	Signature
E1. Is all necessary documentation attached?					
E2. Is the request well motivated?					
E3. Disqualifications are justified and that valid and accountable reasons/ motivations were furnished for passing over of bids.					
E4. Scoring has been fair, consistent and correctly calculated and applied.					
E5. The ability of the vendor to execute the contract from a technical and financial view was verified.					
E6. Is the bid to specification in terms of quality, design, functionality, dimensions, support, guarantee, etc.					
E7. Is the offer value for money?					
E8. Has the previous success or failure of contracts been considered?					

If any of the above answers is NO, motivate and / or give reasons.

**SECTION F: APPROVAL BY CHAIRPERSON OF THE HEAD OFFICE QUOTATION COMMITTEE**

Comments:

**Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation no. 2/31 (delete inapplicable) of the Accounting Officer's System.**

Authorised by:		Rank:	
Signature:		Date:	

**Directorate: Procurement Management**

The Deputy Director: SCM Operations

**OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES BETWEEN R200 000.01 AND R500 000**

SECTION A: USER INFORMATION							
A1. Description of goods/services.							
A2. Is the need repetitive and is it envisaged that the annual need will exceed R500 000?				NO		YES	
				If YES, consider competitive bidding process			
A3. Quantity of goods required?				A4. Estimated total cost (Incl. VAT)			
A5. Is the request in line with budget?		YES		NO			
		If NO, motivate the source of funds to be used.					
A6. Identify the SCOA Codes (LOGIS Users Only).		Fund	Responsibility	Objective	Project	Item	Regional Identifier
							Assets
A6. Identify the Stock Code/ICN Number(where applicable).							
SECTION B: QUOTATION INFORMATION							
B1. How have the quotes been obtained?		Written Quotes		Electronic Quotes (Tradeworld)		Other (Specify)	
B2. If less than 3 quotes have been obtained, provide reasons why?							
B3. Pricing and Preferential Procurement Information (If required, attach separate sheet).							
SUPPLIER		PRICE		POINTS FOR PRICE		B-BBEE POINTS	
TOTAL POINTS							
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SECTION C : BIDDER RECOMMENDED FOR ACCEPTANCE							
C1. _____ is the recommended supplier with the highest total points of _____ at a total price of _____ (Incl. VAT).							
C2. Another ___ offers were received with price ranges of: <b>R</b> _____ - to <b>R</b> _____ - (Incl. VAT) but do not provide any value for the Department.							
C3. Are there any offers received and passed over?				YES		NO	
				If YES, give details below.			
SUPPLIERS		PRICE		REASONS FOR PASSING OVER			
1							
2							
3							

**SECTION D: SCM COMPLIANCE**

D1. I Hereby confirm that:

- specifications for the product/service were developed in accordance with the departmental prescripts.
- that all quotations obtained have been verified and that no supplier has been prejudiced.

**I hereby also declare/confirm that I have no interest in any bid under consideration.**

D2. The recommended bidder is registered on the Western Cape Supplier Database/Central Supplier Database.

D3. The recommended bidder's tax matters are in order.

D4. The recommended bidder is not on the list of tender defaulters or restricted suppliers.

D5. I have ensured that the successful bidder has completed the WCBD4 form.

D6. The end user has confirmed that the product/service is acceptable.

Compiled by:

Rank:

Signature:

Date:

**SECTION E: CONSIDERATION/RECOMMENDATION BY HEAD OFFICE QUOTATION COMMITTEE****(Tick the application)**

	YES	NO	N/A
E1. Is all necessary documentation attached?			
E2. Is the request well motivated?			
E3. Disqualifications are justified and that valid and accountable reasons/motivations were furnished for passing over of bids.			
E4. Scoring has been fair, consistent and correctly calculated and applied.			
E5. The ability of the vendor to execute the contract from a technical and financial view was verified.			
E6. Is the bid to specification in terms of quality, design, functionality, dimensions, support, guarantee, etc.			
E7. Is the offer value for money?			
E8. Has the previous success or failure of contracts been considered?			

**DECLARATION OF INTEREST BY QUOTATION COMMITTEE MEMBERS**

Name	Signature

If any of the above answers is NO, motivate and / or give reasons.

**SECTION F: APPROVAL BY DEPUTY DIRECTOR: SCM OPERATIONS**

Comments:

**Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation no. 2 of the Accounting Officer's System.**

Authorised by:

Rank:

Signature:

Date:

**Directorate: Institutional Resource Support**

The Chairperson  
LTSM Quotation Committee

<b>OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES BETWEEN R1 AND R500 000</b>										
<b>SECTION A: USER INFORMATION</b>										
A1. Description of goods/services.										
A2. Is the need repetitive and is it envisaged that the annual need will exceed R500 000?					NO		YES		If YES, consider competitive bidding process	
A3. Quantity of goods required?						A4. Estimated total cost (Incl. VAT)				
A5. Is the request in line with budget?		YES		NO		If NO, motivate the source of funds to be used.				
A6. Identify the SCOA Codes (LOGIS Users Only).		Fund	Responsibility	Objective	Project	Item	Regional Identifier	Assets		
A6. Identify the Stock Code/ICN Number(where applicable).										
<b>SECTION B: QUOTATION INFORMATION</b>										
B1. How have the quotes been obtained?			Written Quotes		Electronic Quotes (Tradeworld)		Other (Specify)			
B2. If less than 3 quotes have been obtained, provide reasons why?										
B3. Pricing and Preferential Procurement Information (If required, attach separate sheet).										
SUPPLIER		PRICE		POINTS FOR PRICE		B-BBEE POINTS		TOTAL POINTS		
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<b>SECTION C : BIDDER RECOMMENDED FOR ACCEPTANCE</b>										
C1. _____ is the recommended supplier with the highest total points of _____ at a total price of _____ (Incl. VAT).										
C2. Another ___ offers were received with price ranges of: <b>R</b> _____ - to <b>R</b> _____ - (Incl. VAT) but do not provide any value for the Department.										
C3. Are there any offers received and passed over?					YES		NO		If YES, give details below.	
SUPPLIERS		PRICE		REASONS FOR PASSING OVER						
1										
2										
3										

**SECTION D: SCM COMPLIANCE**

D1. I hereby confirm that: |

- specifications for the product/service were developed in accordance with the departmental prescripts.
- that all quotations obtained have been verified and that no supplier has been prejudiced.

***I hereby also declare/confirm that I have no interest in any bid under consideration.***

D2. The recommended bidder is registered on the Western Cape Supplier Database/Central Supplier Database.

D3. The recommended bidder's tax matters are in order.

D4. The recommended bidder is not on the list of tender defaulters or restricted suppliers.

D5. I have ensured that the successful bidder has completed the WCBD4 form.

D6. The end user has confirmed that the product/service is acceptable.

Compiled by:		Rank:	
Signature:		Date:	

**SECTION E: CONSIDERATION/RECOMMENDATION BY LTSM QUOTATION COMMITTEE**

(Tick the application)				DECLARATION OF INTEREST BY QUOTATION COMMITTEE MEMBERS	
	YES	NO	N/A	Name	Signature
E1. Is all necessary documentation attached?					
E2. Is the request well motivated?					
E3. Disqualifications are justified and that valid and accountable reasons/ motivations were furnished for passing over of bids.					
E4. Scoring has been fair, consistent and correctly calculated and applied.					
E5. The ability of the vendor to execute the contract from a technical and financial view was verified.					
E6. Is the bid to specification in terms of quality, design, functionality, dimensions, support, guarantee, etc.					
E7. Is the offer value for money?					
E8. Has the previous success or failure of contracts been considered?					

If any of the above answers is NO, motivate and / or give reasons.

**SECTION F: APPROVAL BY CHAIRPERSON OF THE LTSM QUOTATION COMMITTEE**

Comments:

**Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation no. 2 of the Accounting Officer's System.**

Authorised by:		Rank:	
Signature:		Date:	

**Directorate: Procurement Management**

The Deputy Director-General:Corporate Services

<b>OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES FROM R200 000.01</b>										
<b>SECTION A: USER INFORMATION</b>										
A1. Description of goods/services.										
A2. Is the need repetitive and is it envisaged that the annual need will exceed R500 000?					NO		YES		If YES, consider competitive bidding process	
A3. Quantity of goods required?						A4. Estimated total cost (Incl. VAT)				
A5. Is the request in line with budget?		YES		NO		If NO, motivate the source of funds to be used.				
A6. Identify the SCOA Codes (LOGIS Users Only).		Fund	Responsibility	Objective	Project	Item	Regional Identifier	Assets		
A6. Identify the Stock Code/ICN Number(where applicable).										
<b>SECTION B: QUOTATION INFORMATION</b>										
B1. How have the quotes been obtained?			Written Quotes		Electronic Quotes (Tradeworld)		Other (Specify)			
B2. If less than 3 quotes have been obtained, provide reasons why.										
B3. Pricing and Preferential Procurement Information (If required, attach separate sheet).										
SUPPLIER			PRICE		POINTS FOR PRICE		B-BBEE POINTS		TOTAL POINTS	
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<b>SECTION C : BIDDER RECOMMENDED FOR ACCEPTANCE</b>										
C1. _____ is the recommended supplier with the highest total points of _____ at a total price of _____ (Incl. VAT).										
C2. Another ___ offers were received with price ranges of: <b>R</b> _____ - to <b>R</b> _____ - (Incl. VAT) but do not provide any value for the Department.										
C3. Are there any offers received and passed over?					YES		NO		If YES, give details below.	
SUPPLIERS			PRICE		REASONS FOR PASSING OVER					
1										
2										
3										



**SECTION D: SCM COMPLIANCE**

D1. I Hereby confirm that: |  
 • specifications for the product/service were developed in accordance with the departmental prescripts.  
 • that all quotations obtained have been verified and that no supplier has been prejudiced.  
**I hereby also declare/confirm that I have no interest in any bid under consideration.**

D2. The recommended bidder is registered on the Western Cape Supplier Database/Central Supplier Database.

D3. The recommended bidder's tax matters are in order.

D4. The recommended bidder is not on the list of tender defaulters or restricted suppliers.

D5. I have ensured that the successful bidder has completed the WCBD4 form.

D6. The end user has confirmed that the product/service is acceptable.

Compiled by: \_\_\_\_\_ Rank: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E: CONSIDERATION/RECOMMENDATION BY HEAD OFFICE QUOTATION COMMITTEE**

<b>(Tick the application)</b>				<b>DECLARATION OF INTEREST BY QUOTATION COMMITTEE MEMBERS</b>	
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Name</b>	<b>Signature</b>
E1. Is all necessary documentation attached?					
E2. Is the request well motivated?					
E3. Disqualifications are justified and that valid and accountable reasons/ motivations were furnished for passing over of bids.					
E4. Scoring has been fair, consistent and correctly calculated and applied.					
E5. The ability of the vendor to execute the contract from a technical and financial view was verified.					
E6. Is the bid to specification in terms of quality, design, functionality, dimensions, support, guarantee, etc.					
E7. Is the offer value for money?					
E8. Has the previous success or failure of contracts been considered?					

If any of the above answers is NO, motivate and /or give reasons.

**SECTION F: APPROVAL BY DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

Comments:

**Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation no. 31 of the Accounting Officer's System.**

Authorised by: \_\_\_\_\_ Rank: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Office: xxx**

The Chairperson

Education District Office Quotation Committee

<b>OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES BETWEEN R1 AND R100 000</b>										
<b>SECTION A: USER INFORMATION</b>										
A1. Description of goods/services.										
A2. Is the need repetitive and is it envisaged that the annual need will exceed R500 000?					NO		YES		If YES, consider competitive bidding process.	
A3. Quantity of goods required?						A4. Estimated total cost (Incl. VAT)				
A5. Is the request in line with budget?		YES		NO		If NO, motivate the source of funds to be used.				
A6. Identify the SCOA Codes (LOGIS Users Only).		Fund	Responsibility	Objective	Project	Item	Regional Identifier	Assets		
A6. Identify the Stock Code/ICN Number(where applicable).										
<b>SECTION B: QUOTATION INFORMATION</b>										
B1. How have the quotes been obtained?			Written Quotes		Electronic Quotes (Tradeworld)		Other (Specify):			
B2. If less than 3 quotes have been obtained, provide reasons why.										
B3. Pricing and Preferential Procurement Information (If required, attach separate sheet).										
SUPPLIER			PRICE		POINTS FOR PRICE		B-BBEE POINTS		TOTAL POINTS	
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<b>SECTION C : BIDDER RECOMMENDED FOR ACCEPTANCE</b>										
C1. _____ is the recommended supplier with the highest total points of _____ at a total price of _____ (Incl. VAT).										
C2. Another ____ offers were received with price ranges of: <b>R</b> _____ - to <b>R</b> _____ - (Incl. VAT) but do not provide any value for the Department.										
C3. Are there any offers received and passed over?					YES		NO	If YES, give details below.		
SUPPLIERS			PRICE		REASONS FOR PASSING OVER					
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**SECTION D: SCM COMPLIANCE**

D1. I hereby confirm that: |

- specifications for the product/service were developed in accordance with the departmental prescripts.
- that all quotations obtained have been verified and that no supplier has been prejudiced.

***I hereby also declare/confirm that I have no interest in any bid under consideration.***

D2. The recommended bidder is registered on the Western Cape Supplier Database/Central Supplier Database.

D3. The recommended bidder's tax matters are in order.

D4. The recommended bidder is not on the list of tender defaulters or restricted suppliers.

D5. I have ensured that the successful bidder has completed the WCBD4 form.

D6. The end user has confirmed that the product / service is acceptable.

Compiled by:		Rank:	
Signature:		Date:	

**SECTION E: CONSIDERATION/RECOMMENDATION BY EDUCATION DISTRICT OFFICE QUOTATION COMMITTEE**

<b>(Tick the application)</b>	YES	NO	N/A	<b>DECLARATION OF INTEREST BY EDO QUOTATION COMMITTEE MEMBERS</b>	
				Name	Signature
E1. Is all necessary documentation attached?					
E2. Is the request well motivated?					
E3. Disqualifications are justified and that valid and accountable reasons/ motivations were furnished for passing over of bids.					
E4. Scoring has been fair, consistent and correctly calculated and applied.					
E5. The ability of the vendor to execute the contract from a technical and financial view was verified.					
E6. Is the bid to specification in terms of quality, design, functionality, dimensions, support, guarantee, etc.					
E7. Is the offer value for money?					
E8. Has the previous success or failure of contracts been considered?					

If any of the above answers is NO, motivate and/or give reasons.

**SECTION F: APPROVAL BY CHAIRPERSON OF THE EDUCATION DISTRICT OFFICE QUOTATION COMMITTEE**

Comments:

**Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation no. 2/31 (delete inapplicable) of the Accounting Officer's System.**

Authorised by:		Rank:	
Signature:		Date:	