



Verwysing: 20200326-6102
Lêerno.: 5/1/7/4
Navrae: JT Solomons

Verkrygingsbestuursminuut: 0002/2020

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, Adjunkdirekteure, VKB-
amptenare en -kampvegters

Onderwerp: Hersiene besigheidsaaktemplaot vir items wat op die driejaar-verkrygingsplan gelys is

1. Die doel van hierdie minuut is om amptenare in te lig oor die hersiene besigheidsaaktemplaot wat ingevul moet word vir alle items wat op die jaarlikse verkrygingsplan gelys is na aanleiding van die aanvraagbestuurstelsel en verkrygingstrategie.
2. Hierdie minuut vervang Verkrygingsbestuursinstruksie No. 0002/2017 in sy geheel.
3. Departemente is kragtens die Wes-Kaapse Provinsiale Tesourie-instruksies (PTI's) verplig om die verkryging van goedere en dienste te beplan en om 'n jaarlikse verkrygingsplan op te stel en elke jaar teen 31 Maart aan die Provinsiale Tesourie voor te lê (vir items waarvan die geraamde waarde bo R100 000,00 is). Hierby ingesluit is 'n hersiene besigheidsaaktemplaot wat deur verantwoordelikebestuurders wat jaarliks verkrygingsitems identifiseer, ingevul moet word.
4. Verkrygingsbehoefte moet deur verantwoordelikebestuurders as 'n besigheidsaak gedokumenteer word wanneer hulle hulle rekvisies vir alle items wat op die goedgekeurde jaarlikse verkrygingsplan gelys is, voorlê. Besigheidsake moet deur verantwoordelikebestuurders gedurende die jaarlikse raadplegingsfase met Verskaffingsketteringbestuur (VKB) saamgestel word, en die besigheidsake moet daarna saam met die konsepverkrygingsplan aan die rekenpligtige beampte vir goedkeuring voorgelê word. Volgens paragraaf 5.5.2 van die huidige Rekenpligtige Beampte se Stelsel moet 'n besigheidsaak die volgende insluit:
 - a) *High level statement of needs*
 - b) *Links between the needs and the programme's strategic outcomes*
 - c) *Comprehensive understanding of the market and operating environment*
 - d) *Indication of whole-of-life costs*
 - e) *Costs/benefits/risks analysis.*

5. Die behoefte aan 'n besigheidsaak word voorts versterk deur paragraaf 5.5.4 van Hoofstuk 16A van die PTI's, uitgereik op 23 September 2019 en vanaf 01 Oktober 2019 van krag, wat onder andere bepaal dat:

“(a) An accounting officer or accounting authority may procure goods or services by means of a limited bidding process if:

- (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, or there is the confirmed presence of a sole source in the supplier field. The motivation must include an appropriate market and expenditure analysis of the relevant goods and services” (as per commodity (group of related items)). “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” (underlined for emphasis).*

Paragraaf 5.5.7(b) verklaar voorts: *“Provincial transversal contracts must be substantiated by an approved business case and must follow a strategic sourcing methodology...”* (onderstreep vir nadruk).

6. Neem asseblief kennis dat wanneer daar 'n inskrywing vir goedere/dienste wat verkry moet word in die jaarlikse verkrygingsplan is, hetsy die koste onder (in gevalle waar items van tyd tot tyd aangevra word) R100 000,00 is of dit oorskry, daar nie met sodanige verkryging voortgegaan sal word nie tensy 'n besigheidsaak met die rekwisie saamgaan. Die Wes-Kaap Onderwysdepartement word geouditeer vir die nakoming van die PTI's, en verantwoordelikebestuurders moet dus die vereistes nakom.

Bring asseblief die inhoud van hierdie minuut onder die aandag van alle betrokkenes.

U samewerking in hierdie verband sal waardeer word.

GETEKEN: LJ ELY

ADJUNK-DIREKTEUR-GENERAAL: KORPORATIEWE DIENSTE

DATUM: 2020-03-25

Addendum 17

**BUSINESS CASE FOR PROCUREMENT NEEDS
(Included on the Annual Procurement Plan)**

Paragraph 5.5.2 of the Accounting Officer's System requires Responsibility Managers to document their procurement needs in the form of a business case. This template must also be used in ALL instances where Limited Bidding, as is contemplated through Provincial Treasury Instruction 16A5.2.1.5 & 6, is to be used as the procurement method.

GUIDE TO COMPLETE THE FORM					
<p>All sections must be completed. Ensure that all information is visible and in printable format by:</p> <ul style="list-style-type: none"> a) Increasing the row height to show all information, and b) Adjusting the print area before printing c) Where the space provided is not enough, additional sheet(s) may be used. The additional sheet(s) must be marked as an Addendum to this Business Case template. <p>Save the document using the "Save as" function and use the name of the service as reflected on the approved Procurement Plan/services required.</p> <p>The approved Business Case must be accompanied by the duly completed Requisition form (LOG 1), PGWC002 (BAS entity) form, a detailed specification when requesting the goods/services and where required, the duly completed and approved Limited Bidding Application form.</p> <p>In the event that the procurement need was not included in the Annual Procurement Plan, this Business Case template and Change Request Form must also be completed. However, in this instance, approval must be sought from the Accounting Officer or delegated official.</p>					
A. DETAILS OF REQUESTOR					
RESPONSIBILITY MANAGER					
DIRECTORATE					
CONTACT NUMBER					
SIGNATURE		DATE			
INDICATE WHETHER THE ITEM IS..... (by ticking the appropriate box)		ON THE APPROVED PROCUREMENT PLAN		ADDITION TO THE PROCUREMENT PLAN	
		YES	NO	YES	NO
REQUISITION NUMBER		ITEM NUMBER ON THE PROCUREMENT PLAN			
B ITEM DETAILS					
B1. DESCRIPTION OF THE GOODS/SERVICES AS REFLECTED ON THE REQUISITION					

B2.	WHAT IS THE AIM/GOAL OF PROCURING THE GOODS/SERVICES?		
B3.	WERE THESE GOODS/SERVICES PROCURED PREVIOUSLY BY YOUR DIRECTORATE?	YES	NO
B4.	IF YOU HAVE ANSWERED <u>YES</u>, PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:		
	HOW OFTEN DO YOU REQUIRE THE GOODS/SERVICES? TICK THE APPLICABLE BOX	ANNUALLY	WHEN THE NEED ARISES?
	WHEN LAST DID YOU PROCURE THE GOODS/SERVICES AND FROM WHICH SERVICE PROVIDER?	<i>For example:- Date, Name of Service provider and or Contract number(if applicable)</i>	
B4.1	IF YOU HAVE ANSWERED <u>NO</u>, PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:		
B4.2	MARKET ANALYSIS	YES	NO
	Are the goods/services readily available in the open market?		
B4.3	PLEASE PROVIDE DETAILS OF THE MARKET RESEARCH AND ANALYSIS CONDUCTED IN RESPECT OF THIS PROCUREMENT NEED (This must be provided in order to establish whether the goods/services are readily available)		
	<i>For example:-Supply Market Analysis within the Strategic Procurement Framework(SPF) developed by National Treasury for strategic sourcing in the Public Sector, Porter's Five Forces Model framework for market and business strategy, PESTLE and SWOT analysis. Value chain analysis</i>		
B4.4	WHAT IS THE TOTAL COST BENEFIT TO THE DEPARTMENT IF THE REQUIRED GOODS/SERVICES ARE PROCURED?		
	<i>For example:-economies of scale ,value for money, ensuring the legality of contracts, intellectual property and copyrights, improved work methods and processes that ensure the efficient and effective service delivery to clients, reduced expenditure on repairs and maintenance due to planned and scheduled maintenance</i>		

B5.	WHAT ARE THE ESTIMATED COSTS?	R	
B6.	WHAT IS THE ALLOCATED BUDGET?	R.....	
B7.	IF THE ESTIMATED COSTS OR ALLOCATED BUDGET EXCEEDS R10 MILLION, PLEASE PROVIDE INPUT ON WHETHER IT WILL BE FEASIBLE OR NOT TO SUB-CONTRACT A MINIMUM OF 30% OF THE CONTRACT. (As per the Preferential Procurement Regulation 9.1 read in conjunction with the Provincial Treasury requirements)		
B8.	COULD THERE BE ANY RISK/POTENTIAL RISKS IN NOT PROCURING SUCH GOODS/SERVICES? IF SO WHAT ARE THE RISK MITIGATION PLANS FOR THIS PROCUREMENT INITIATIVE?		
B9.	WHO IS THE DESIGNATED PROJECT MANAGER?		
B10.	HAS THE PROJECT MANAGER ATTENDED CONTRACT MANAGEMENT TRAINING?	YES	NO
C1.	PROCUREMENT METHODOLOGY (tick the appropriate box)		
	Quotations via the Integrated Procurement Solution (IPS) (estimated cost not exceeding R500 000.00)		
	Formal tender to conclude a departmental contract (estimated cost to be in excess of R500 000.00)		
	Piggy-back on an existing departmental contract (Provincial or National)		
	Use of existing State Information Technology Agency (SITA) contracts		

Participation in Provincial/National Transversal Contracts				
Quotations or formal tenders via Limited Bidding (Provincial Treasury Instruction 16A5.2.1.5 & 6)				
Single source		Multiple source		National Treasury prescripts states that a deviation from the normal procurement process may only be followed if it is impractical to follow competitive bidding. Limited Bidding can thus only be embarked on where it is an emergency or sole service provider.
Sole source		Emergency		
Motivate and substantiate why limited bidding is the most appropriate form of procurement and how it was determined? (This must be accompanied by the Limited Bidding Application form)				
In the case of a sole service provider, the identified supplier/service provider must submit a certification that the relevant supplier/service provider is indeed the manufacturer/distributor/reseller/ of the goods (product)/service.			Certification	
			YES	NO
			A copy of the certification must be submitted together with the duly completed and approved Business Case.	
PROGRAMME / SUB-PROGRAMME MANAGER RESPONSIBLE FOR BUDGET (Not lower than Director level)				
NAME: DESIGNATION: PERSAL NO:..... SIGNATURE: DATE:.....				
APPROVAL OF BUSINESS CASE (by relevant Branch Head or Accounting Officer)				
NAME IN PRINT: SIGNATURE: DDG: DATE:				