

**Sub-directorate/Directorate: Supply Chain Management**

ANNEXURE B

The Delegatee/Chairperson of Committee

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**OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES BETWEEN R 2001 and R10000**

**SECTION A: USER INFORMATION**

<b>A1. Description of goods/services.</b>								
<b>A2. Is the need repetitive and is it envisaged that the annual need will exceed R10 000.</b>					NO	YES	If YES, consider formal invitation of quotations	
<b>A3. Quantity of goods required.</b>				<b>A4. Estimated total cost (Incl. VAT)</b>				
<b>A5. Is the request in line with budget?</b>		YES	NO	If NO, motivate the source of funds to be used.				
<b>A6. Identify the SCOA Codes</b>		Fund	Responsibility	Objective	Project	Item	Regional Identifier	Assets
<b>A6. Identify the stock Code/ICN Number where applicable</b>								

**SECTION B: QUOTATION INFORMATION**

<b>B1. How have the quotes been obtained?</b>		Written Quotes	Electronic Quotes (Tradeworld) <sup>1</sup>	Other (Specify)
<b>B2. If less than 3 quotes have been obtained, provide reasons why</b>				
<b>B3. Pricing Information (If too many quotes attach separate sheet)</b>				
<b>SUPPLIER</b>		<b>PRICE</b>		
1.				
2.				
3.				
4.				
5.				
6.				

1. For the period up to 31 August 2012, institutions must adhere to the requirements of paragraph 2.4 of Provincial Treasury Circular 32/2012, dated 29 June 2012.

**SECTION C: RECOMMENDATION**

C1. The offer of \_\_\_\_\_ is the lowest price and is recommended at a total cost of R \_\_\_\_\_ (Incl. VAT)

C2. Offers with price ranges of R \_\_\_\_\_ to R \_\_\_\_\_ (Incl. VAT) were also received but do not provide any value for the Department.

**SECTION D: SCM COMPLIANCE**

D1. I hereby confirm 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/will be requested to register on the Western Cape Supplier Database.

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

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

D5. I will ensure / have ensured that the successful bidder will complete / have completed the WCBD4 forms before the order is placed.

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

Compiled by:

Rank:

Signature:

Date

Comments:

**SECTION E: APPROVAL BY DELEGATED OFFICIAL**

Contract award is hereby APPROVED / NOT APPROVED (delete inapplicable) according to delegation \_\_\_\_\_ (specify delegation used)

Authoriser by:

Rank:

Signature:

Date