

Sub-directorate/Directorate: Supply Chain Management

ANNEXURE C

The Delegatee/Chairperson of Committee

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OFFICIAL PROCUREMENT TEMPLATE FOR PURCHASES BETWEEN R 10001 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) ¹		Other (Specify)		
B2. If less than 3 quotes have been obtained, provide reasons why								
B3. Pricing and Preferential Procurement Information (If too many quotes attach separate sheet)								
SUPPLIER		PRICE		POINTS FOR PRICE		BEE POINTS		TOTAL POINTS
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. _____ is the recommended supplier with the highest total points of _____ and a total price of R _____ (Incl. VAT)

C2. Other _____ 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.

SUPPLIER	PRICE	REASON FOR PASSING OVER
1.		
2.		
3.		

SECTION D: SCM COMPLIANCE

D1. I hereby confirm that:

- specifications for the product/service was 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/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	

SECTION E: CONSIDERATION BY QUOTATION/ADJUDICATION COMMITTEE

(Tick the applicable)				DECLARATION OF INTEREST BY QUOTATION COMMITTEE MEMBERS	
	YES	NO	N/A	Name	Signature
E1. Are 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: RECOMMENDATION BY QUOTATION/ADJUDICATION COMMITTEE

RECOMMENDED / NOT RECOMMENDED (Delete the inapplicable).

QC Chairperson:		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	