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**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 16A5.5.4

## 1. PURPOSE

- 1.1 The Western Cape Government has amongst other, tasked itself to become “*the best run regional government in the world*”. Pursuant to this objective; the Provincial Treasury, jointly with provincial departments and public entities, endeavour to implement strategies that are aimed at improving the regulatory and legislative frameworks, internal controls and which will allow for uniformity in standard operating procedures.
- 1.2 The Provincial Treasury Instructions form the basis for sound financial management in provincial departments and public entities and to have maximum impact on the SCM reform that is being undertaken within the Province, as is driven via the Supply Chain Management Focus Group. It becomes imperative that the basis for such reform speaks to and strengthens the outcome of a clean, efficient, effective, accountable and transparent supply chain management process.
- 1.3 To this end the key objective of the governance framework for Supply Chain Management (which includes the issuing of SCM Standard Operating Procedures in terms of the PTI's) is to enforce mandatory SCM requirements for the Province, institute adequate control measures and designated levels of accountability; separation of duties and transparency which will be uniformly applicable across the Province.
- 1.4 In order to establish standards of uniformity and to guide SCM practices within the Province, Standard Operating Procedures, have been developed for amongst other, the procurement of goods and services via a Limited Bidding method of procurement to ensure standardisation and to strengthen the governance requirements related to the limited bidding process and alignment to Section 217 of the Constitution and Section 38 (1)(a)(iii) of the PFMA.
- 1.5 Limited bidding is not a deviation from acceptable procurement processes, but rather a specific type of procurement methodology. It is contemplated in the National Treasury Regulations as “**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 Officer<sup>1</sup>**”. To this end the Provincial Treasury together with the SCM Forum embarked upon a process to demystify the process, requirements and limitations attached to this form of procurement.
- 1.6 The Department is therefore committed to the establishment of a Standard Operating Procedure (SOP) that amongst other:
  - (a) builds capacity within the provincial departments and public entities for the implementation of efficient, effective and transparent financial management;

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<sup>1</sup> National Treasury Regulation 16A.6.4.

- (b) strengthen the ability to deliver goods and services efficiently and timeously within the prescripts of the PFMA and Provincial Treasury Instructions;
  - (c) provide clarity on the relevant legal framework in relation to SCM limited bidding;
  - (d) ensure uniformity and consistency in the procurement of limited bids;
  - (e) prevent the undermining of the financial management system;
  - (f) eradicate irregular, fruitless and wasteful expenditure;
  - (g) establish a system of recording and reporting of the procedures used in the limited bidding process; and
  - (h) instil best practice
- 1.7 For ease of reference this Supply Chain Management SOP is divided into the following parts:
- (a) A Process Flow Diagram;
  - (b) A Guide to the Process; and
  - (c) A limited bidding application form that guides the decision-making process.

## 2. ABBREVIATIONS, DEFINITIONS AND DESCRIPTIONS

2.1 For the purpose of this Limited Bidding Policy the following abbreviations, definitions and description have the meaning as described below:

<b>AC</b>	-	Audit Committee
<b>AFS</b>	-	Annual Financial Statement
<b>AGSA</b>	-	Auditor General of South Africa
<b>AO</b>	-	Accounting Officer
<b>AR</b>	-	Annual Report
<b>CFO</b>	-	Chief Financial Officer
<b>EA</b>	-	Executive Authority or Member of the Executive Council or Provincial Minister of .....
<b>FC</b>	-	Financial Control
<b>FE</b>	-	Fruitless Expenditure
<b>FIU</b>	-	Fraud Investigative Unit in the Department of the Premier
<b>IA</b>	-	Internal Audit
<b>IE</b>	-	Irregular Expenditure
<b>IFW&amp;U</b>	-	Irregular, Fruitless & Wasteful and Unauthorised expenditure
<b>MISS</b>	-	Minimum Information Security System prescribed for the Western Cape Provincial Government
<b>NT</b>	-	National Treasury
<b>PFMA</b>	-	Public Finance Management Act of 1999 (Act 1 of 1999, as amended)
<b>PT</b>	-	Provincial Treasury
<b>PTI</b>	-	Provincial Treasury Instructions
<b>s</b>	-	Section of legislation
<b>SAPS</b>	-	South African Police Services
<b>SCM</b>	-	Supply Chain Management
<b>TR</b>	-	National Treasury Regulations
<b>UE</b>	-	Unauthorised 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.

**'Bid'** means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

**'Bid Evaluation Committee'** means a committee that evaluate bids received and submit a report and recommendations to the Bid Adjudication Committee.

**'Bid Specification Committee'** means a committee that does an investigation into the need that was identified and draws up all specifications needed 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 which provides for appropriate levels of competition to ensure cost effective and best value outcomes.

**'Contract management'** means the process of maintaining control over the implementation of a contract, thereby ensuring that the contracting parties comply with their obligations, including but not limited to their obligations to meet the required level of performance and quality, as set out in that contract.

**'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 is offered the opportunity to bid.

**'Conflict of interest'** means the failure by a public servant to act or to consciously fail to act on a matter where the public servant has an interest or another person or entity that has some form of relationship with the public servant has an interest.

**'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.

**'Corruption'** means giving or offering, receiving or agreeing to receive, obtaining or attempting to obtain any benefit which is not legally due to or by a person who has been charged with a duty or power by virtue of any employment, to do any act or omit to do any act in relation to that power or duty.

**'Department'** means the Western Cape Education Department.

**'Emergency'** means a serious or unexpected situation that poses an immediate risk to health, life, property or environment which calls for urgent action and there is insufficient time to follow a competitive bidding process;

**'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 support the application of controls, then accounting and operational controls are likely to be effective. Conversely, if management do 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, incurred in contravention of or not in accordance with a requirement of applicable legislation

**'Follow standard procedures'** means to follow standard competitive bid, administrative and/or management procedures.

**'Limited Bidding'** means the process whereby bidding is reserved for a specific group or category of possible suppliers/service providers through procurement in terms of sole source, single source or multiple sources.

**'Multiple Source'** where a thorough analysis of the market indicates that there is limited competition and only a few prospective bidders are requested to make a proposal.

**'Prescripts'** means guides for conduct and procedures as per instruction, regulation and / or legislation.

**'Single Source'** where a thorough analysis of the market and a transparent and equitable pre-selection process is used to decide on one supplier among a few prospective bidders to make 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. They document the normal or accepted methodology and help form the basis for conformance evaluation.

**'Sole Source'** where there is no competition in the market and only one supplier is able to provide the goods and services.

**'Treasury Guidelines'** means any guidelines on supply chain management issued by the Minister in terms of section 76 of the Act.

**'Urgent case'** means cases where early delivery is critical and the invitation of competitive bids is either impossible or impractical, not due to improper planning.

### 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 within the Department.

**Table 1: Governance Framework**

PRESRIPT	PROVISION
<i>Constitution of the RSA, 108 (Act 108 of 1996)</i>	<ul style="list-style-type: none"> <li>i. The Constitution is the Supreme Law and ALL public sector powers flow primarily from the Constitution;</li> <li>ii. Section 217 refers to the contracting for goods and services and the requirements for the granting of preferences:  <b>“...the system must be fair, equitable, transparent, competitive and cost-effective.....”</b></li> </ul>
<i>Public Finance Management Act, 1999 (Act 1 of 1999) – [PFMA] and its regulations</i>	<ul style="list-style-type: none"> <li>i. The PFMA provides that the National Treasury will issue a framework for the procurement and provisioning of goods and services {section 76(4)};</li> <li>ii. The aforementioned was issued by National Treasury as the Supply Chain Management Framework (SCM), effective from 1 January 2004; and</li> <li>iii. The National Treasury Regulations, Chapter 16A6.4, provide for bidding methods other than competitive bidding.</li> </ul>
<i>Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)-[PPFA] and its regulations</i>	This Act provides for the granting of preferences by organs of state to previously disadvantaged individuals and to promote Black Economic Empowerment and SMME development.
<i>Broad-Based Black Economic Empowerment Act, 2003 (Act 53 of 2003) –[BBBEE]</i>	Providing for additional mechanisms whereby both the private and public sector must achieve black economic empowerment.
<i>National Treasury Regulations of 2005 issued in terms of section 78 of the PFMA [TR].</i>	TR 16A6, 16A8, 16A9 and 16A11.
<i>Supply Chain Management: A Guide for Accounting Officers and Accounting Authorities, February 2004</i>	<p>Section 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>Section 4.7.8 indicates the forms of limited bidding.</p>
<i>Provincial Treasury Instructions, Chapter 16A, 2019</i>	16A.5.5.4 provides for the compilation of a written motivation for limited bidding; identifies specific scenarios where limited bidding may be used;



PRESRIPT	PROVISION
<b>NT Circular: Implementation of Supply Chain Management ( 27 October 2004)</b>	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 <b>(To be read in conjunction with Practice Note 11 of 2008/9: Unsolicited Proposals)</b>
	(iii) Section 3: Payment of accounts
	(iv) Section 4: Appointment of bid committees
	(v) Section 6: Publication of awards
	(vi) Section 7: Delegations
<b>Departmental AO SCM System</b>	This AO SCM System define the SCM practices in the Department and gives effect to the legislation
<b>Departmental SCM Delegations</b>	Delegates the decision-making powers of the AO to lower ranked officials in the Department.

#### 4. Applicable Annexures

No.	Applicable Annexure	Description
4.1	A	Provincial Treasury Instructions, Chapter 16A, 5.5.4
4.2	B	Western Cape Education Department's Standard Operating Procedure for the procurement of goods/services through the Limited Bidding Process.
4.4	C	Application form for Limited Bids.

5. A plan to curtail reliance on procurement by "other means" is clearly identified in the Standard Operating Procedure for the procurement of goods/services through the limited bidding process and also in the Application of Limited Bidding.

## Provincial Treasury Instructions, Chapter 16A

PRESCRIPT	PROVISION
<b>Provincial Treasury Chapter 16A: 5.5.4</b>	<p><b>(a) An accounting officer or accounting authority may procure goods or services by means of a limited bidding process if:</b></p> <ul style="list-style-type: none"> <li>(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.</li> <li>(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;</li> <li>(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;</li> <li>(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 aforementioned requirements or standards must be recorded by the institution and retained on the bid file; or</li> <li>(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</li> </ul>

	<p><b>(b) when procuring goods or services through a limited bidding process, an accounting officer or accounting authority must ensure that:</b></p> <ul style="list-style-type: none"> <li>(i) the required demand management process has been complied with;</li> <li>(ii) goods or services procured above the threshold of R1million be recommended through the bid adjudication process prior to an award being made by the accounting officer or delegated official;</li> <li>(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 14 working days after finalization of the procurement transaction;</li> <li>(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</li> <li>(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).</li> </ul>
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## ANNEXURE B

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

Stage	Application	Process Step	Rationale	Responsible Person
1.	<b>Needs analysis and motivation for limited bidding</b>	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 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

Stage	Application	Process Step	Rationale	Responsible Person
		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 it come to be the responsibility of the unit / component / Branch?	6. Where it is linked to a strategy of the component / unit or Branch, or 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.	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
	<b>Scarcity of commodity</b>	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. Strategic nature of commodity / service / product. The more strategic, the more subtle and thorough the approach. Even more important is the mitigation of risk.	Responsibility Manager
	<b>The time factor</b>	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
	<b>Funding</b>	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
	<b>The Market / Industry</b>	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
	<b>Geographic location</b>	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
	<b>Economic climate</b>	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). 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.	Responsibility Manager

Stage	Application	Process Step	Rationale	Responsible Person
			<b>Socio-Economic Objectives</b> 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.	
	<b>Inherent nature of the service / product</b>	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 dictate an approach of open vs. limited as well as local vs. international.	Responsibility Manager
	<b>Appointments as a corrective measure / compliance issues</b>	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



Stage	Application	Process Step	Rationale	Responsible Person
	<b>Legislative, technological and safety requirements</b>	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 of the service / product / output required.	Responsibility Manager
	<b>Unsolicited proposals</b>	17. Refer to PTI 16A5.5.6 for the provisions.		SCM Unit
<b>2.</b>	<b>Delegations to apply for the procuring of goods / services</b>	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
<b>3.</b>	<b>Acquisition Management</b>	20. Service level agreement (SLA).	20. SLA criteria (where applicable) should be clear and specific and provided	Responsibility Manager and SCM Unit

Stage	Application	Process Step	Rationale	Responsible Person
		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
		25. Tax status of the company	25. Verify the tax status of the company on the Central Supplier Database (CSD) or via SARS TCC Pins Status.	
		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 C**

**APPLICATION FOR LIMITED BIDDING (ADDENDUM 7)**

<b>LIMITED BIDDING</b> <b>Limited Bidding must be used only as an exception in line with paragraph 5.2.1.5 of the Provincial Treasury Instruction, 2019</b>	
<b><u>Guide to complete the Form</u></b> 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.	
<b>1. REQUESTOR INFORMATION</b>	
FULL NAME:	
DIRECTORATE:	
DESIGNATION:	
DATE:	
REQUISITION NUMBER:	
TELEPHONE NUMBER:	
<b>2. SERVICE DESCRIPTION</b>	
2.1 DESCRIPTION OF GOODS/SERVICES REQUIRED.	
2.2 QUANTITY (IF APPLICABLE)	

2.3 COMMODITY	
2.4 TOTAL ESTIMATED COST.	R
<b>3. MOTIVATION FOR LIMITED BIDDING</b> a) TICK "YES" OR "NO" WHERE REQUESTED. b) IF NO, PROVIDE REASON(S).	
<b>3.1 MOTIVATE WHY THE COMPETITIVE BIDDING (OPEN PROCESS) PROCESS CANNOT BE FOLLOWED.</b>	
<b>3.2 WAS A BUSINESS CASE DEVELOPED THAT REFLECTS A MARKET AND EXPENDITURE ANALYSIS OF THE RELEVANT GOODS OR SERVICES?</b> (a) IF YES, ATTACH TO APPLICATION. (b) IF NO, PROCUREMENT CANNOT PROCEED	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>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?</b>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>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?</b>	
YES <input type="checkbox"/> NO <input type="checkbox"/> (Attach Proof)	

**3.5 ARE GOODS OR SERVICES DESIGNED OR MANUFACTURED BY THE SUPPLIER OR THE SUPPLIER IS THE OWNER OF THE INTELLECTUAL PROPERTY?**

YES ☐ NO ☐

(Attach Proof)

**3.6 IS THERE LEGISLATIVE, TECHNOLOGICAL OR SAFETY REQUIREMENTS OR STANDARDS TO LIMIT THE INVITATION TO THOSE SUPPLIERS WHO MEET THE REQUIREMENTS OR STANDARDS?**

YES ☐ NO ☐

(Attach Proof)

**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?**

YES ☐ NO ☐

(Attach Proof)

**3.8 ARE GOODS OR SERVICES OFFERED BY OTHER DEPARTMENTS, TRADING ENTITIES OR PUBLIC ENTITIES, INCLUSIVE OF SERVICE PRODUCTS?**

YES ☐ NO ☐

### 3.9 WHAT ARE THE CONSEQUENCES IF THE APPLICATION IS NOT APPROVED?

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

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