

ROUTE form

TO REQUEST THE CHIEF FINANCIAL OFFICER TO APPOINT THE NOMINATED BID EVALUATION COMMITTEE TO EVALUATE BID FOR THE APPOINTMENT OF SERVICE PROVIDER TO RENDER THE PRINCE 2 TRAINING.

Subject: _____

File _____

Number: 2/9/1/18

Branch: Finance

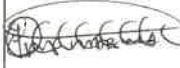


Unit: SCM: Acquisition Management

Urgent: Urgent

Enquiries: Ms Dineo Lekganyane

Date: 19-10-2023

Tel: 012 400 2657

Name	Ext	Office	Date In	Signature	Date Out
Mr Petrus Mabula	X 2442	SNR: SCM: Acquisition Management	20.10.2023		20.10.2023
Mr Maanda Sadiki	X 2082	AGM: SCM	19-10-2023		20-10-2023
Mr Tsakeriwa Chauke	X 2473	CFO	25/10/2023		25/10/2023



Remarks:



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at the right time and place. NJALO!*]

South African Social Security Agency
Head Office – OFFICE OF THE CEO

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www.sassa.gov.za

SUBMISSION

To: **Chief Financial Officer (CFO)**

From: **Senior Manager - Acquisitions Management**

Branch: **Finance**

File No: **2/9/1/18**

Date: **19-10-2023**

Subject: **TO REQUEST THE CHIEF FINANCIAL OFFICER TO APPOINT THE NOMINATED BID EVALUATION COMMITTEE TO EVALUATE BID FOR THE APPOINTMENT OF SERVICE PROVIDER TO RENDER THE PRINCE 2 TRAINING.**

Enquiries: **Ms Dineo Lekganyane (X2657)**

1. PURPOSE

1.1. The purpose of this submission is to request the Chief Financial Officer to appoint the nominated Bid Evaluation Committee to evaluate bid for the appointment of service provider to render the Prince 2 training.



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2. DISCUSSION AND MOTIVATION

- 2.1. SCM issued the bid on 24 August 2023 with the closing date of 15 September 2023. There was no compulsory briefing session.
- 2.2. The Bid Evaluation Committee for the procurement of goods and services above R 1 million threshold is composed of a minimum of four (4) members; end-user /project manager and SCM representative having a compulsory attendance.
- 2.3. The nominated BEC members are appointed in writing by CFO; in line with the SASSA SCM delegation paragraph 3.4.1, which delegates authority to CFO to appoint a Bid Evaluation Committee for procurement of goods and services above the value of R1 million-rand threshold.
- 2.4. The appointed BEC is responsible for the evaluation of bids received, which includes verification of the capability /ability of the bidder to execute the contract and submit evaluation report to the delegated authority.
- 2.5. The Enterprise Architecture unit has nominated the below listed officials to serve in the BEC, with the SCM representative, being nominated by the direct supervisor (**Annexure: A, submission from end-user**). The nominated members confirmed their availability for evaluate the bid as per the attached email correspondence.

No	Name of official	Designation	Role
1.	Ms Tshidi Khobane	Senior Manager: Business Architecture	Chairperson
2.	Ms Tiisetso Phaka	EA: Project Manager	Member
3.	Ms Nelisa Motsatsi	Manager: Business Analysis/Architecture)	Member
4.	Ms Motshwanedi Mafa	Manager: Strategic Planning	Member
5.	Ms Sarah Modiga	Training Coordinator: Corp Services	Member
6.	Mr Maanda Sadiki	Manager: SCM: Acquisition Management	Member



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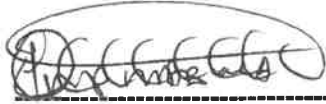
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3. RECOMMENDATION

3.1. It is therefore recommended that the Chief Financial Officer appointment of the nominated Bid Evaluation Committee to evaluate bid for the appointment of service provider to render the Prince 2 training.



Mr Petrus Mabula
Senior Manager: Acquisition Management
Recommended/~~Not Recommended~~

Date: 20- 10-2023



Mr Maanda Sadiki
Acting General Manager: Supply Chain Management
Supported/~~Not Supported~~

Date: 20-10-2023



Mr Tsakeriwa Chauke
Chief Financial Officer
Approved/~~Not Approved~~

Date: 25/10/2023



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TSHIDI KHOBANE
SENIOR MANAGER: BUSINESS ARCHITECTURE

APPOINTMENT TO SERVE AS A CHAIRPERSON OF THE BID EVALUATION COMMITTEE TO EVALUATE BID FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE PRINCE 2 TRAINING.

1. You are hereby appointed to serve as a Chairperson of the Bid Evaluation Committee.
2. This appointment is done in terms of Treasury Regulation 16A 6.2, issued in accordance with the Public Finance Management Act of 1999, Section 76 (4) (c), and the SASSA Supply Chain Management policy, Delegations, Treasury SCM Guide for Accounting Officers and Circular on Supply Chain Management Implementation.
3. You are expected to be objective and act in the best interest of the state in the execution of your responsibilities to ensure that the Agency's Supply Chain Management system is fair, equitable, transparent, competitive and cost effective.
4. Kindly confirm your acceptance in writing of your appointment to serve on the Bid Evaluation Committee by signing off and returning the return slip to the Supply Chain Management unit within a three (3) days of receipt of this letter.



Mr Tsakeriwa Chauke
Chief Financial Officer

Date: 25/10/2023

-----Return Slip-----

ACCEPTANCE TO SERVE AS A CHAIRPERSON OF THE BID EVALUATION COMMITTEE.

I, _____, hereby accept the appointment to serve as a Chairperson of the Bid Evaluation Committee and to attend the meetings regularly as expected.

SIGNATURE OF OFFICIAL

DATE

Ms Tiisetso Phaka
EA: Project Manager

**APPOINTMENT TO SERVE AS MEMBER OF THE BID EVALUATION COMMITTEE TO
EVALUATE BID FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER
PRINCE 2 TRAINING.**

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Mr Tsakeriwa Chauke
Chief Financial Officer

Date: 27/10/2023

-----Return Slip-----

ACCEPTANCE TO SERVE AS A MEMBER OF THE BID EVALUATION COMMITTEE.

I, _____, hereby accept the appointment to serve as a Member of the Bid Evaluation Committee and to attend the meetings regularly as expected.

SIGNATURE OF OFFICIAL

DATE

Ms Nelisa Motsatsi
Manager: Business Analysis/Architecture

**APPOINTMENT TO SERVE AS MEMBER OF THE BID EVALUATION COMMITTEE TO
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Mr Tsakeriwa Chauke
Chief Financial Officer

Date: 25/10/2023

-----Return Slip-----

ACCEPTANCE TO SERVE AS A MEMBER OF THE BID EVALUATION COMMITTEE.

I, _____, hereby accept the appointment to serve as a Member of the Bid Evaluation Committee and to attend the meetings regularly as expected.

SIGNATURE OF OFFICIAL

DATE

Ms Motshwanedi Mafa
Manager: Strategic Planning

**APPOINTMENT TO SERVE AS MEMBER OF THE BID EVALUATION COMMITTEE TO
EVALUATE BID FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER
PRINCE 2 TRAINING.**

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Mr Tsakeriwa Chauke
Chief Financial Officer

Date: 25/10/2023

-----Return Slip-----

ACCEPTANCE TO SERVE AS A MEMBER OF THE BID EVALUATION COMMITTEE.

I, _____, hereby accept the appointment to serve as a Member of the Bid Evaluation Committee and to attend the meetings regularly as expected.

SIGNATURE OF OFFICIAL

DATE

Ms Sarah Modiga
Training Coordinator: Corporate Services

**APPOINTMENT TO SERVE AS MEMBER OF THE BID EVALUATION COMMITTEE TO
EVALUATE BID FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER
PRINCE 2 TRAINING.**

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Mr Tsakeriwa Chauke

Chief Financial Officer

Date: 25/10/2023

-----Return Slip-----

ACCEPTANCE TO SERVE AS A MEMBER OF THE BID EVALUATION COMMITTEE.

I, _____, hereby accept the appointment to serve as a Member of the Bid Evaluation Committee and to attend the meetings regularly as expected.

SIGNATURE OF OFFICIAL

DATE

Mr Maanda Sadiki
Manager: SCM: Acquisition Management

**APPOINTMENT TO SERVE AS MEMBER OF THE BID EVALUATION COMMITTEE TO
EVALUATE BIDS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER
PRINCE 2 TRAINING.**

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Mr Tsakeriwa Chauke

Chief Financial Officer

Date: 25/10/2023

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ACCEPTANCE TO SERVE AS A MEMBER OF THE BID EVALUATION COMMITTEE.

I, _____, hereby accept the appointment to serve as a Member of the Bid Evaluation Committee and to attend the meetings regularly as expected.

SIGNATURE OF OFFICIAL

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