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MEMORANDUM

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TO: Aaron Mabena, Manager in the office of the CPO, (SM), TE

FROM: Ms. Nosipho Makapela, Commodity Buyer, SM, TE

DATE: 12 December 2022

SUBJECT: TE22-KDS-18Z-05447 / TE/2022/11/0037/16835/RFP: REQUEST TO EXTEND BID CLOSING DATE FOR THE SUPPLY, DELIVERY OF VAR FOR A PERIOD OF FIVE (5) YEARS ON AN "AS AND WHEN" REQUIRED BASIS ISSUED VIA THE APPROVED LIST PROCUREMENT PROCESS

PURPOSE

1. The purpose of this memorandum is to request the Manager in the office of CPO Supply Management (SM) to approve the extension of the closing date of the above-mentioned Request for Proposal (RFP) from Tuesday, 15 December 2022 to Tuesday, 31st January 2023.

BACKGROUND

2. The RFP was issued to the open market on the 15th November 2022, closing on the 15th December 2022.
3. As per the 01 October 2021 GSPM User Guide clause 14.5 Extension of closing date:

14.5 "The closing date for a bid may be extended by the BPEC Chairperson or his/her duly delegated representative after seeking approval from the CPO or his/her duly delegated representative and HOD or his/her duly delegated representative related to the Bid after considering:

14.5.1 The number of requests for extension;

14.5.2 The risk of harm the extension would cause to any party;

14.5.3 The success of the Bid without extension; and

14.5.4 Any other relevant considerations in the circumstances or prescribed law

DISCUSSION

4. On the 12 December 2022 a request to extend the closing date was received from 1 (one) bidder requesting for the closing date to be extended.
5. Taking into consideration the impact on the operations, the acceptable extension period has been determined to be 5 weeks due to December holidays and closing of the companies between 15 December to 15 January following year.

RECOMMENDATION

6. Based on the above stated reasons it is recommended that the Manager in office of the office of CPO, SM approves the extension of the closing date from Thursday 15 December 2022 to Tuesday, 31st January 2023 at 10:00 am.

COMPILED BY:

N.Makapela

Signature

Name: Nosipho Makapela

Designation: Commodity buyer, SM, TE

Date: 12.12.2022

SUPPORTERD BY:



Signature

Name: Ephraim Ramaru

**Designation: Acting Strategic Sourcing Manager,
SM, TE**

Date: 12.12.2022

RECOMMENDED / NOT RECOMMENDED BY:



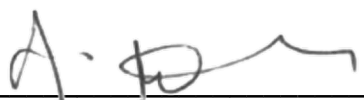
Signature

Name: Thomly Ngobeni

**Designation: Head of Strategic Sourcing Manager,
SM, TE**

Date: 12.12.2022

APPROVED / ~~NOT APPROVED~~ BY:



Signature

Name: Aaron Mabena

**Designation: Manager in the Office of the CPO, SM,
TE**

Date: 12.12.2022