

INTERNAL ● MEMORANDUM

**QUOTATION PROCEDURE – MOTIVATION FOR
PROCUREMENT OF GOODS AND SERVICES**

TO : SUPPLY CHAIN MANAGEMENT UNIT

FROM : INFORMATION TECHNOLOGY

**SUBJECT : REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
THE PROCUREMENT AND INSTALLATION OF AN INTERACTIVE
DIGITAL PRINTING KIOSK SOLUTION**

DELEGATION OF AUTHORITY (SELECT ONE (1) AND INDICATE WITH AN X)

Goods below 100K	Approved by Senior Manager	
Goods above 100K to 1000K	Approved by Executive Manager	X

MOTIVATION FOR SERVICE

1. SUMMARY DESCRIPTION

The purpose of this submission is to request the appointment of a service provider for procurement and installation of an interactive digital printing kiosk solution.

2. INTRODUCTION AND BACKGROUND

The Cross-Border Road Transport Agency (C-BRTA) is a section 3A Agency established through the Cross-Border Road Transport Act 4 of 1998 and provides advice, regulation, facilitation and law enforcement in respect of commercial cross border road transport. The Act gives the C-BRTA mandate to licence commercial cross border road transport operators by issuing permits to operate.

As per the approved Digital IT Strategy implementation plan for 2023/24, C-BRTA IT is implementing a proof of concept for smart border solutions, and requests for SCM to procure the services of a service provider for the supply and installation of an interactive digital printing kiosk solution.

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3. SCOPE OF WORK

The scope of work is as per the attached terms of reference.

4. FINANCIAL IMPACT

Estimated value for items to be purchased R 300 000.00

5. APPROVAL