



GOVERNANCE SIGN OFF SHEET – REVIEW OF BID PACK

RFP No.	TNPA/2023/10/0004/44649/RFQ	Date	11 October 2023								
Port/HQ	Port of Richards Bay										
Description	Provision of laundry/ dry-cleaning services for the civil maintenance										
Opex/Capex	OPEX										
Budget Provided By	Finance	Budget	• R300 000.00 excl. VAT								
End-user department requesting services	Civil Maintenance										
Responsible Project Manager (End-user)	Londile Vezi – Engineering Technician										
Signed off Scope of work (attach)	Attached – Specification ANNEXURE A										
Signed off substantive evaluation scorecard (attach if applicable)	Not applicable										
Signed off technical/functional evaluation scorecard	Not applicable										
Responsible Procurement Person	Abongile Mtolo										
Procurement Strategy (Open Tender (RFP)/ 2 stage RFI & RFP/ Confinement)	Open RFQ – will be advertised on E-tenders portal										
Issue Date	16 October 2023										
RFQ Briefing Session Date (if applicable)	23 October 2023										
Closing Date	30 October 2023										
Targeted Contract Award Date	15 November 2023										
Targeted Contract Starting Date	31 November 2023										
All persons listed hereunder to approve the Bid Pack to be issued by signing.											
Title	Name	Sections to Review							Date Received	Date Signed	Signature
		Scope of work (ORS) & Technical evaluation	Admin Responsiveness; Substantive Responsiveness	Supplier Development & Responsiveness	Budgets confirmation	Bid documents – Tender (RFP, draft contract and all	Annexures				
PROJECT TEAM											
Engineering Technician	Londile Vezi	X	X		X	X			11/10/2023	11/10/2023	
Management Accountant	Ongeziwe Sepepa				X						
Contracts Manager	Simiso Maphumulo	X	X		X	X					
Procurement Manager	Siphesihle Mpembe	X	X		X	x					
Prepared by	Name: Abongile Mtolo Procurement Intern				Signature: 				Date 11 October 2023		