

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 &	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			