



OFFICIAL SPECIFICATION FORM

Specification for:	SCRIBE FOR TWO DAYS (28-29 May 2026) IN PRETORIA			
Directorate:	Winning Nation			
Unit:	EPG Unit Strategic Committee			
Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.	Yes		No	X
Departmental Assets	Yes		No	X
Item Description: SCRIBE	Quantity			
Key Deliverables of a Scribe	1			
<p>1. Accurate Meeting Record</p> <ul style="list-style-type: none"> Comprehensive and factual recording of discussions, deliberations, and key inputs. Clear differentiation between discussions, decisions, and action points. Proper attribution of inputs where required (e.g. by directorate or role). <p>2. Minutes of the Meeting</p> <ul style="list-style-type: none"> Well structured, formal minutes compiled after the engagement. Inclusion of: <ul style="list-style-type: none"> Date, time, venue, and attendees Agenda items discussed Key resolutions and decisions taken Action items with responsible persons and timelines Use of professional language and correct formatting. <p>3. Consolidated Action Log</p>				





OFFICIAL SPECIFICATION FORM

- A clear summary of all agreed action items.
- Allocation of responsibilities and due dates.
- Enables easy tracking and accountability post-meeting.

4. Summary Report / Proceedings Report

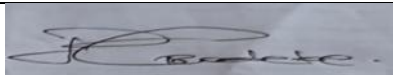
- A high-level summary of proceedings.
- Highlights major themes, strategic directions, and outcomes.

5. Verification and Quality Assurance

- Cross-checking accuracy of notes before finalisation.
- Incorporating corrections or confirmations from the chairperson or convenor.
- Ensuring consistency with organisational standards and terminology.

6. Timely Submission

- Draft minutes submitted within agreed timelines.
- Final, signed-off versions shared with DSAC.

Requestor: Name (in print)		Signature	Date
Ms Phindile Radebe			05 May 2026
Director/ Delegate: Name (in print)		Signature	Date
Ms Dawad			05 May 2026
Technical Enquiries: Name (in print)	Telephone Number	E-mail address	
Phindile Radebe	079 899 3606	PhindileR@dsac.gov.za	

Note: Department doesn't provide tools of trade to the service providers

