

## MEMORANDUM

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Date: 15 April 2024

**From: Supply Chain Management**

To: Mbulelo Hlobo: GM SCM

APPOINTMENT OF A SERVICE PROVIDER TO ASSIST BROADBAND INFRACO WITH EDITING, GRAPHIC DESIGN, LAYOUT, PROOF-READING AND PRINTING OF ITS 2024, 2025 AND 2026 INTEGRATED ANNUAL REPORTS AND CORPORATE PLAN RESPECTIVELY.

### TENDER NO - INF/TEN/327

#### 1. PURPOSE

To obtain approval from the GM SCM to appoint persons to form part of the Bid Specification and Evaluation Committee as per clause 8.7 (8.7.1 – 8.7.4) and clause 8.8.2 of the Broadband Infraco SCM policy as approved.

#### 2. BACKGROUND

Broadband Infraco SOC Limited is a Schedule 2 public entity in terms of the Public Finance Management Act 1 of 1999 (PFMA as amended). Required to submit to Parliament and Shareholders the Annual Report in terms of PFMA.

#### 3. BID SPECIFICATION AND EVALUATION COMMITTEE MEMBERS.

##### 3.1 INTERNAL EVALUATORS:

*The following is the appointed committee members:*

- *Motlatso Okine*
- *Relebogile Mohatlane*
- *Rebecca Penumlungu*
- *Candice Catin*
- *Zanele Khumalo*

##### 3.2 EXTERNAL EVALUATORS

Not applicable

#### 4. RECOMMENDATION

- 4.1 It is recommended that the GM SCM appoint members to constitute the evaluation committee for the above-mentioned tender.
- 4.2 The committee will be an AD HOC committee and will cease to exist until the objective of this tender has been attained.

#### Compiled by:

Name : Khanyi Mananga

sign: *KMananga*

#### Approved / Not Approved by:

Name : Mbulelo Hlobo

sign \_\_\_\_\_

Title : GM SCM

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**ANNEXURE A**

**Appointment to serve on the Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC)**

Dear Motlatso Okine

I have the pleasure of advising you of your appointment to serve on the Bid Specification Committee (BSC) which will assist in the compilation and drafting of the specifications, and the Bid Evaluation Committee (BEC) to assist in the evaluation of all bids proposal/s received as per below.

**INF/TEN 327 - APPOINTMENT OF A SERVICE PROVIDER TO ASSIST BROADBAND INFRACO WITH EDITING, GRAPHIC DESIGN, LAYOUT, PROOF-READING AND PRINTING OF ITS 2024, 2025 AND 2026 INTEGRATED ANNUAL REPORTS AND CORPORATE PLAN RESPECTIVELY.**

This Committee is responsible for the following:

- The compilation and drafting of the specifications for the procurement of the above goods/services.
- Evaluation of all bids received.
- Evaluate bids in accordance with the criteria specified in the bid documentation.
- Evaluate bids in accordance with the PPPFA, Preferential Procurement Regulations 2022, and relevant National Treasury Regulations.
- Ensure compliance with the BBI Supply Chain Management Policy.
- To submit a BEC report with recommendations regarding the award to the Bid Adjudication Committee (BAC) for consideration and/ or approval.
- Ensure confidentiality of all information received by the committee.
- To ensure that no copies of the bid or evaluation documentation are saved or dispersed to anyone outside of this committee.

I trust your time serving on this committee will be a pleasant experience.

Accept / Not Accept

BEC Member:

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appointment to serve on the Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC)**

Dear Rebecca Penumlungu

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Accept / Not Accept

BEC Member:

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Appointment to serve on the Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC)**

Dear Relebogile Mohatlane

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**Appointment to serve on the Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC)**

Dear Candice Catin

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BEC Member:

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Appointment to serve on the Bid Specification Committee (BSC) and Bid Evaluation Committee (BEC)**

Dear Zanele Khumalo

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BEC Member:

Signature \_\_\_\_\_

Date \_\_\_\_\_