

Doc No: FN-PR-TM- 0001
Rev No: 2.00
Rev Date: 06/07/2021

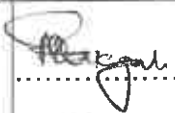
PROCUREMENT REQUEST



Please specify the nature of the request by inserting a Bold Uppercase X in the appropriate block:

New Contract	X	Purchase Order	Tender	Request for Information	Request for Proposal	Direct Foreign Supplier
Contract Modification		Contract No.		Sole/Preferred Supplier	Vendor No.	
Purchase Request (PR No.) (Mandatory only on signed copy)				Asset No. (If more than one asset reference and attach spreadsheet with asset and appropriate numbers)		
Project Name:		Training				
The services / products are (short description)		SAIEE Courses				
Budget Commitment (available R)		+R1 767 951,17				
Cost Assignment (Cost Centre or Asset Number)		CC/WBS		GL Acc:	3038/039/01/04/034	
Actual / Estimated Cost (Total)		Approx. +- R26 000,00				
Period of service to be rendered						
Deadline Date (Latest date by when service / product is required)						
Physical address/es where service / product must be rendered / delivered and contact persons names and contact details (where applicable)		Country Club Estate, Building 9 21 Woodlands Drive, Woodmead Sandton, 2146				
Name of person who created the PR Requester Name and Surname		Lekhetho Seleki		Signature:		
Designation		HRD Coordinator		Date: 18/07/2022		
Requestor's Contact Numbers		Tel:	011 235 1709	E-mail address	Lekhetho.seleki@infraco.co.za	
Person responsible to manage the contract (Broadband Infraco Employee) Designation:		Irene Mokgohloa Senior Manager: HR Ops		Signature: Date: 18/07/2022		
Person responsible to approve payment (cc/wbs owner)		Irene Mokgohloa Senior Manager: HR Ops		Signature: Date: 18/07/2022		

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Verifier Name and Surname Designation:	Lizzie Rakgalakane Financial Accountant	Signature:  Date: 21/07/2022
Approval in terms of delegation of authority	Irene Mokgohloa Senior Manager: HR Ops	
Max approval level of employee R		

1. Background Information

Two (2) employees have requested SAIEE Courses. It has been approved as their training needs and is also on their PDP

The employees are as follows:

- | |
|----------------------|
| 1. Themba Khumalo |
| 2. Willem Grobbelaar |

2. Motivation

The SAIEE Training provides training that align with the specific needs of SAIEE members and non-members seeking professional development. This enables ECSA registered engineers to accumulate CPD credits in a trustworthy environment.

3. Benefits

Knowledge Advancement

4. Scope of work/supply

N/A

5. Specification of Product or Goods

NQF Aligned

6. Materials and/or facilities

- 6.1 Provide study material / Training manual
- 6.2 Attendance Register
- 6.3 Certificate of competence or attendance upon completion
- 6.4 Training should be held at service provider premises or virtual
- 6.5 Refreshments to be provided if not conducted virtually
- 6.6 Details of training credits
- 6.7 Accreditation of service provider,
- 6.8 Training outline.
- 6.9 Confirmation of validity of quotes

7. Insurance (Forward Cover) / Foreign exchange
N/A

8. Transfer of rights

Recommended

9. Transfer of skills

N/A

10. Current consultants / contractors / suppliers

Company name	SAIEE
Address	SAIEE House 18a Gill Street Observatory Johannesburg South Africa
Name of contact person:	
Telephone number	+27(0)11 487 3003 OR +27(0)11 487 3003
Fax Nr	
e-mail address	info@saiee.org.za
Company name	
Address	
Name of contact person:	
Telephone number	
Fax Nr	
e-mail address	