	Purchase Request (PR) Checklist	Document Identifier	240-149185293	Rev	3
		Effective Date	15 July 2021		
		Review Date	July 2024		

THIS FORM MUST BE COMPLETED IN FULL, SIGNED AND ATTACHED TO THE PURCHASE REQUEST (PR) ON SAP


New Contract Section	<input checked="" type="checkbox"/>	Once off Purchase Order		Sole/Preferred Supplier		Emergency Ratification (Section 8)		Condonation (Section 9)	
Expression of Interest (EOI)		Request for Information (RFI)		Request for Proposal (RFP)		Is the transaction of the FY Procurement Plan	Yes ID No :		
Contract Modification (Section 7)		Contract No.: Expiry date:				Purchase Request Number:	1074928110		
NOTE 1 : If the request is IT related, the Request needs to be communicated to the local IM Representative prior to the purchase request being created on SAP									

PLEASE INDICATE WITH AN X THE APPROPRIATE SELECTION. IF ANY OF THE DOCUMENTS SELECTED ARE NOT ATTACHED THE PR COULD BE REJECTED AS INCOMPLETE

1	Select the Types of Services involved in this transaction					
	Manufacture	<input checked="" type="checkbox"/>	Supply & Delivery		Installation	
	Commissioning		Support		Repairs	
	Calibration		Maintenance		Testing	
	Construction/Civil		Office Cleaning		Training	
	Security Services		Professional Service		Vegetation Management	
	Steelwork		Office Lease		Rental Services	
	Land and Rights					
	**	Other (Specify below)				
2	ESTIMATED VALUE (EXCLUDING VAT)			R 443 006.72	466,131.04	
NOTE	This is the estimated value, must align with the budget letter and forecast. It cannot be left blank on the SAP request.					
	Select the Appropriate Cost Assignment being used					
	Asset (A)	<input checked="" type="checkbox"/>	Cost centre (K)		Insurance Claim	
	No.		No.	117010	No.	
	Project (P) **	WBS No :				
	Multiple Projects / Cost Centre which will be determined at Release Stage (U)					
NOTE	** If the Transaction is for a short term Project with multiple activities and payment milestones the doc type should be a RV on SAP					
3	CATALOGUING					
	➤ Ensure all the Items/Service are catalogued prior to creating a PR on SAP					Catalogued
4	ONCE OFF PURCHASE ORDERS (Doc Type NB on SAP)					
	➤ Stock Items (These would need to go through the store via a reservation. The MRP's will load the PR)					Yes / No
	➤ Non-Stock (Supply & Delivery once off)					Yes / No
	➤ Low Risk Repairs / Maintenance					Yes / No
	➤ Attach a full description of the items or scope of work been included on the SAP request (No brand names to be included)					Mandatory

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	Has the SAP PR been updated with correct delivery address?	Yes
	Provide the Delivery address for goods to be delivered: Eskom Research and Innovation Centre Lower Germiston Road Rosherville	
NOTE	Kindly reflect any other instruction for the buyer in the Header Text of the Purchase Request	
NOTE	See Section 6 Supporting Documentation to be include on the Purchase Request	
5	ESTABLISH A CONTRACT (Doc Type RV on SAP)	
	➤ Contract Duration (in Months)	36 Months
	➤ Estimated Value for the duration	R 550 000
	➤ Forecast that aligns with the modification Value	N/A
	➤ Budget Letter	Attached
6	DOCUMENTATION PACK TO BE ATTACHED TO THE PURCHASE REQUEST ON SAP	
	➤ Sole/Single Justification Form (SJF) (If Applicable)	Mandatory
NOTE	This form must be completed and approved by the relevant GM then sent through to Snr Commercial Managers signatures who will get the GE signature.	
	➤ Detailed Scope or work / Brief (for Professional Services)	Attached
	➤ Relevant signed and approved Specification / Functional Requirements	NA
	➤ Budget Letter (above R 1 Million)	N/A
	➤ ERA (Execution release approval) or PEC approval minutes	N/A
	➤ Forecast /QS estimates/ Bill of Material (BOM)/ Pricing Schedule *	Attached
	➤ ALL Drawings / Site Layouts (If Applicable)	NA
	➤ Functionality / Technical Evaluation Criteria (All Transactions above R30 000.00) **	Attached
	➤ Safety Specifications & Evaluation Criteria (if applicable)	N/A
	➤ Employers Rep's Letter of Appointment (for Contracts)	N/A
	➤ Proof of NEC Training – Certificate / Attendance Register	Attached
NOTE	The PR must be catalogued and loaded as per the BOM or Activity Schedule and not as one liner. **Technical Score Card/Returnable/s that will determined how the tenders will be evaluation to determine the most suitable offer received usually out a score of 100 (With a minimum threshold to qualify)	
7	MODIFICATIONS (Doc Type RV on SAP)	
	What needs to be modified?	
	• Additional time (How long)	
	• Additional value	R
	• Forecast / breakdown must be attached	Mandatory

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	Motivation / Reasons for Modification:	
NOTE	<p>A modification would have to be approved by National Treasury if it varies by more than 15 % or R15M for general goods, works and services contracts, and by more than 20 % or R20M</p> <p>The 30% time/duration threshold that was applicable to Infrastructure/construction contracts only is no longer applicable since the repeal of the Standard for Infrastructure Procurement and Delivery Management (SIDPM). There are therefore no longer any NT thresholds with respect to time/duration modifications</p>	
8	EMERGENCY PROCUREMENT (Doc Type ZEM on SAP)	
	➤ Attach signed Emergency Declaration Form by GE	Mandatory
	➤ Approved Ratification Report presented to Divisional Procurement Committee (DTC) or higher	Mandatory
	➤ Minutes of the Tender Committee meeting in which it was ratified	Mandatory
	➤ Related Invoice to be paid	Mandatory
9	CONDONATION (Doc Type ZCM on SAP)	
	➤ Provide the Condonation No (As per the register)	Con No :
	➤ Approved Condonation Report presented to (DTC) or Higher	Mandatory
	➤ Minutes of DTC meeting it was presented	Mandatory
	➤ Still to be Condoned via DTC (to Procurement for Payment)	Mandatory
	➤ If not approved by DTC then provide Managers Investigation Report	Mandatory
	➤ Invoice/s to be paid	Mandatory
10	BACKGROUND AND RISK PROFILE OF THIS TRANSACTION	
	Provide a Brief Background as to why you need this equipment and / or Service	
	<ul style="list-style-type: none"> Health and Wellness Services needs medicine and consumables to meet the requirements of both Occupational health, Office-based Primary and Emergency health care services. Office-based Primary Health Care is the first level of contact for initial treatment of minor ailments like headaches, it is a function that brings Health Care as close as possible to where people work, thus assists in minimising absenteeism and for initial minimises any complications that may occur to our employees Occupational health service is also required to keep Emergency medicine and oxygen for the management of medical emergencies. Emergencies often encountered in workshops and office settings include cardiovascular incidents and, at the extreme, cardiac arrest; conditions such as respiratory ailments (predominantly asthma), other office emergencies include allergic reactions and anaphylaxis, diabetic distress; traumatic injuries and poisonings or toxic ingestions or exposures. A long-term medicine supply contract is therefore required for Gauteng Cluster Medical Centres EAL, ERIC, TSG, PRINCESS and RIGGI (5 clinics) to ensure that the medicine supply is controlled from one contract This is for easy budgetary monitoring. 	

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Complete the Risk Profile below			
	RISK	MITIGATING FACTORS	LEVEL (HIGH / MEDIUM / LOW)
	Cost: Payment delays due to invoices not matching the purchase order lines and layout	The Contract Manager to ensure that the supplier is informed of the contractual requirements and to submit invoices in the same format or layout of the purchase order to ensure swift matching and payment	Low
	Scope: Service provider not familiar with the scope of work	The scope of work/service to be clearly communicated. Meeting with Service provider to be conducted.	Low
	People: Non-compliance with Eskom's rules & requirements. This could predispose the organization to unnecessary financial costs due to occupational injuries and diseases.	Signed copy of the Acknowledgement form for Eskom procedures and requirements to be communicated with the Service provider.	Medium
	Suppliers: Appointment of a supplier without a responsible qualified Pharmacist which can hinder the supply of certain scheduled medicine	A supplier appointed should have a qualified responsible pharmacist.	Medium
	Time: Failure to meet the stipulated contract time frames will result in difficulty to procure medicine for the clinics.	The cross functional team and PTC approval to ensure that the establishment of the contracts is expedited.	Medium
	Safety: Non – adherence to life saving rules.	Adherence to Life Saving Rules to be always enforced.	high
	ENVIRONMENT: Non-adherence to environmental requirements on	Contractor to ensure reduction in printing of papers and adherence to safe disposal of papers to avoid negative impact to environment.	Low

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	reducing carbon footprint will result in violation of the Environmental Management Plan		
	Quality: Selection of incompetent vendor with lack of equipment to maintain cold chain during transportation of medication that requires cold chain maintenance. Supplier does not have the technical skills to render the required service. Legal compliance and accreditation.	<ul style="list-style-type: none"> Provide copy of recording daily temperature for room and fridge items reading, picture of temp machine used and picture of Cold boxes for transporting and storing vaccines Quality check to be done by professional as per specification. 	Medium
	Other:		
12	CONTRACT/PROJECT MANAGEMENT (Post Contract Award)		
	Contract/Project Manager (Person Responsible for managing the Contract)	Name	Kedisaletse Maribe
		Contact No	071 975 1417
		Email Address	maribekl@eskom.co.za
		SAP User ID	
	Attached signed Employers Rep's Letter of Appointment (in the case of a NEC)		MANDATORY
13	APPROVAL SIGNATORIES		
	Requestors Details <i>(To contact for more information and keep updated on progress)</i>	Name	Portia Leshabana
		Contact No	084 814 6077
		Email Address	leshabp@eskom.co.za
	DOA Approver	Name	Gugu Madike
		Designation	Middle Manager Hr Operation
		Signature	
NOTE	The above signatory confirms that the information is correct, and the selected documentation is relevant and attached for processing		

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