



CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT

REQUEST FOR APPROVAL TO DEVIATE FROM THE NORMAL PROCUREMENT PROCESS AND APPOINT A SERVICE PROVIDER USING THE EMERGENCY PROCUREMENT PROCESS TO PROCURE DIESEL FOR THE GENERATOR THAT SUPPORTS THE SERVER INFRASTRUCTURE IN THE SERVER ROOM IN SEDIBENG BUILDING DURING CURRENT ELECTRICAL POWER FAILURE FOR MAXIMUM OF FOUR DAYS

1. PURPOSE

- 1.1 To seek approval to deviate from the normal procurement process and appoint a service provider using the emergency procurement process to procure diesel for the generator that supports the server infrastructure in the server room in Sedibeng building during current electrical power failure for maximum of four days.

2. BACKGROUND AND DISCUSSION

- 2.1 The Department experienced power shutdown by City of Tshwane at Head Office, Sedibeng building on Wednesday, 22 June 2022. Due to the electrical power shutdown all server's infrastructure are running and kept in production by means of the generator installed in Sedibeng building. The services include SAP, WARMS, WMS, Flood management, EWULAAS, NGIS, etc.
- 2.2 The electrical power was shut down around 11h45 on 22 June 2022 and the levels of diesel in the generator is currently low and needs to be topped up to ensure continuation and availability of Information services. It is estimated that the generator utilises around thirty-five litres of diesel per hour. The generator has a tank capacity of around five hundred litres of diesel. It is estimated that about five hundred litres of diesel is required to fill the tank and then also about 200 litres to fill the standby drum with diesel.
- 2.3 Together with Supply Chain suppliers on RT contract RT70 was contacted to provide quotations for diesel. However, none of the companies were able to provide a quotation. In view of this Supply Chain provided additional suppliers not on the RT70 contract to provide a quotation.

Due to the uncertainty in terms of when the electrical power will be restored it is recommended that a service provider be appointed for the period the generator is deployed to keep the server infrastructure in production. It needs to be mentioned that during a similar incident earlier this year the municipal power was not available for about two days.



- 2.4 In view of above it is recommended that a service provider be appointed to support the generator with diesel as and when required for a maximum of four days (till Monday 27 June 2022), after which the situation will be reviewed, and a new submission will be submitted. It is estimated that the generator will use an estimated three thousand litres of diesel over the next four days. It needs to be mentioned that if the electrical power is restored before the four days lapsed, the Department will only for diesel delivered. This will be specifically clarified with the supplier.
- 2.5 The Sedibeng server room is the main server room within Department of Water and Sanitation and all Information Services SAP users are working through this server room to execute transactions. Furthermore, as mentioned above in paragraph 2.1 there are many other important workloads that users need to access. During a previous similar incident during February 2022, it took six weeks to bring the SAP server infrastructure back in production and several equipment were damaged due to shut down. In view of this it is not regarded appropriate to shut the server infrastructure in the server room down.
- 2.6 Due to the low levels of diesel in the generator and the high risk that equipment may be damaged if shut down, this request is to follow the emergency procurement process for diesel

3. IMPLICATIONS

3.1 Personnel

3.1.1 None.

3.2 Financial

3.2.1 The total cost for procurement of three thousand litres of diesel is estimated to R90 000.00. Funds are available under Chief Directorate: Information and Communication Technology. Please note this is maximum covered by this submission. If the electrical power is restored before the four days specified in this submission elapsed, DWS will only pay for diesel used.

3.3 Legal

3.3.1 None.

3.4 Regulatory Compliance

3.4.1 The emergency procurement is in compliance with DWS SCM Policy

3.5 Communication

3.5.1 None

4. OTHER COMPONENTS CONSULTED

4.1 Supply Chain Management (Main Account)

5. RECOMMENDATION

It is recommended:

- 5.1 that approval is granted to deviate from the normal procurement process and appoint a service provider using the emergency procurement process to procure diesel for the generator that supports the server infrastructure in the server room in Sedibeng building during electrical power failure that is currently experienced in Sedibeng building for a maximum of four days.



DIRECTOR: IT OPERATIONS

NAME: MR LCS MANQELE

DATE: 2022/06/23

RECOMMENDATION IN SUB-PAR 5.1: APPROVED / ~~NOT-APPROVED~~-----



SCM source the quotethrough the CSD and ensure compliance

CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT (MAIN ACCOUNT)

NAME: MR N SEROKA

DATE: 23 June 2022



**MATSOBA
BUSINESS ENTERPRISES**

Quotation

Wholesale License nr: W/2013/0073

Cc No: 2004/000847/23

No: 20001

Vat No: 4730250836

Customer

Name National Dept of Water and Sanitation
Address 185 Francis Baard Street
City Pretoria Code: _____
Phone _____

Misc

Date 23/06/2012
Order No. _____
Ref No: _____

Vat nr:

Qty	Description	Price/lt	TOTAL
3000lt	Diesel 50ppm Delivery to 185 Francis Baard Street Delivery cost included NB: Diesel Price can change as per regulated by the Department of Energy	25.10	R75 300.00

SubTotal R75 300.00

VAT-15% R 0.00

TOTAL R75 300.00

Payment

Name MATSOBA BUSINESS ENTERPRISES
Bank FIRST NATIONAL BANK
Acc 62246649472
Branch SILVERTON
Code 250845

Office Use Only

Email: info@matsobapetroleum.co.za

Cell: (081) 867 5430

Email: info@matsobapetroleum.co.za

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Thank you for your business