

SOL PLAATJE MUNICIPALITYIntranet: <http://solplaatje2>**MEMORANDUM**To: Z.L. Mahloko
Chief Financial OfficerFrom: Machelani Shirindza
SCM General ManagerEnquiries: Renee Nortjé
Contract Administrator: SCM

Telephone: x 6180 & 6804

Reference: Q031/2021/2022 – W. Gouws

Date: 27 JANUARY 2022

E: Request for approval to award the Service Provider

1. PURPOSE OF MEMORANDUM

The purpose of the memo is to seek approval from the CFO in line with SCM Instruction No 2 of 2021/2022 for the threshold values for the procurement of goods and services by means of written price quotations under Clause no 3.2.4.(a) which state if it is not possible to obtain at least (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on CSD, the reasons should be recorded and approved by the Accounting Officer / authority or his/her delegate/committee before the order is issued and maintained for audit purposes.

2. BACKGROUND

SCM advertised the 7-day web quote for the replace and relocate of SPM Aerial Fibre (Stores to City Hall) in line with the SCM policy. The quote was advertised for the first time and only one prospective bidder was received.

Table 1: Responsive Bidder(s)

Web number	Advert Date	Closing Date	Bidder Names Received	Number of quote or Bid Received	Price Vat Incl	Comments
Q031/2021/2022	17/01/2022	25/01/2022	Interconnect Systems Pty Ltd	1	R199 347.85	1 st Advertisement

In terms of SCM Instruction no 02 of 2021/2022 Section 3.2.4, it states that at least three (3) written quotations must be obtained from three (3) different suppliers registered on the CSD.

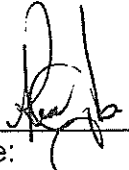
The matter was discussed with the Line Manager Mr. W. Gouws on the 26th January 2022 and he indicated the urgency of the project is to replace the IT Infrastructure network. Failure to replace the cable could lead to extended outages at Ashburnham Offices and other end users.

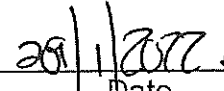
This item has been advertised and the market was tested, and this bidder was the only responsive bidder received through a web quote.

3. SCM RECOMMENDATION

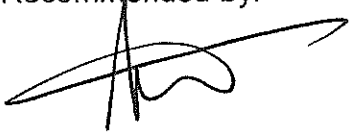
- SCM recommends **Interconnect Systems Pty Ltd** for your approval to be appointed as the only responsive bidder for the mentioned quotation.

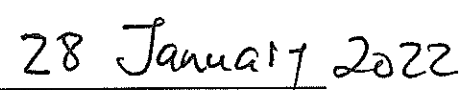
Prepared by:


Renee Nortje:
Contracts Administrator

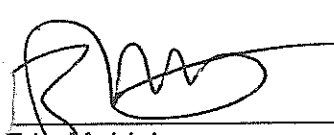

Date

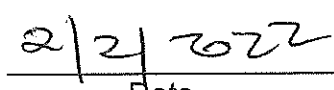
Recommended by:

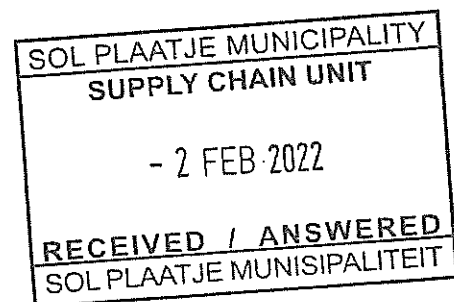

Machelani Shirindza
General Manager: (SCM)

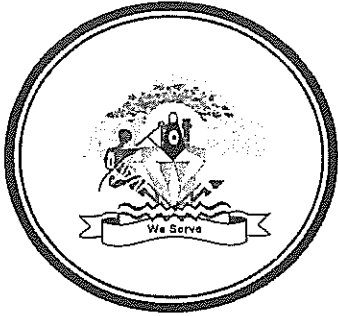

Date

Approved by:


Z.L. Mahloko
Chief Financial Officer


Date



SOL PLAATJE MUNICIPALITY  MEMORANDUM	To: SUPPLY CHAIN
	From: WL Gouws
	Enquiries: WL Gouws
	Telephone: X6483
	Reference: Memo Re: Opening of Quotations – SCM Policy 17(1)(a) for bid Q031/2021/2022
	Date: 26 January 2022

Re: SCM Instruction No 02 of 2021/2020 Section 3.2.4

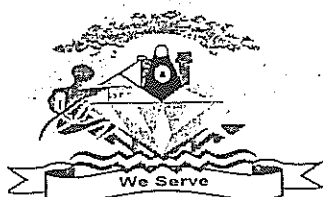
Please proceed with the procurement at the price as per tender. Previous quotes obtained indicates that the tendered price from Interconnect Systems (Pty)Ltd as per their submission, is market related.

Further to this, it is urgent that we replace the infrastructure as soon as possible due to it being a critical part of the Sol Plaatje Municipality IT infrastructure. Failure to replace the cable could lead to extended outages at our Ashburnham offices, as well as delays in salary and order processing.



WL Gouws
Network Analyst
Sol Plaatje Municipality

SOL PLAATJE MUNICIPALITY



Intranet: <http://solplaatje2>
MEMORANDUM

To: Financial Services ICT: Wikus Gouws

From: Renee Nortjé
Contract Administrator: SCM

Enquiries: Francois Koen
Bid Official: SCM

Telephone: x 6180 & 6804

Reference: Q031/2021/2022

Date: 25 January 2022

RE: OPENING OF QUOTATIONS - SCM POLICY 17(1)(a)

1. PURPOSE OF MEMORANDUM

The purpose of the memo is to inform the line manager that the SCM unit did advertised for the 7 days price quotation in line with the SCM policy and only received one prospective bidder's response.

2. BACKGROUND

In term of SCM Instruction no 02 of 2021/2022 Section 3.2.4, it state that at least three (3) written quotations must be obtained from three (3) different suppliers registered on the CSD and in this instance the SCM only received one response in the market. Below table is the number showing the number of times we have advertised this quote.

Table1:

Web number	Advert Date	Closing Date	Bidder Names Received	Price Vat Incl
Q031/2021/2022	17/01/2022	25/01/2022	Interconnect Systems (Pty)Ltd	R199 347.85

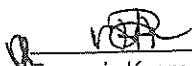
The SCM hereby requires your immediate response in term of urgency of this quote so that we can award or re-advertised in order to test the broader market and competitive pricing or value for money for the Municipality.

3. RECOMMENDATION

It is recommended that a signed memorandum in response to the above be submitted to SCM before end of business

27th January 2022.

Recommended by:


Francois Koen:
Bid Official

26/01/2022
Date

Approved by:


Rene Nortje
Contracts Administrator

26/1/2022
Date

SOL PLAATJE MUNICIPALITY



MEMORANDUM

Intranet: [http://solplaatje 2](http://solplaatje2)

TO: Finance - ICT

Attention : W. Gouws

FROM: Supply Chain Management - Bid Officials

Enquiries: F. KOEN / M. TAU

Telephone: 053-8306180 / 8306160

SCU: Q031/2021/2022

Date: 24 January 2022

RE: Q031/2021/2022 – Replace and Relocate of Sol Plaatje Municipality Aerial Fibre (Stores to City Hall)

The above matter refers

Tuesday 24/1/2022
 Tender Box opened on Monday 24 January 2022
 The following bids were received

Tenders /Quotations	CSD Registration no
1 Interconnect Systems (Pty)Ltd	Maaa0001234
2	
3	
4	
5	
6	

The following bids/quotations did not comply with opening conditions

No Tenders /Quotations NON-Compliant	Reason
NONE	

The following bids/quotations be late submissions

No Tenders /Quotations NON-Compliant	Reason

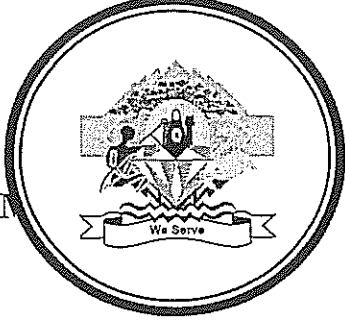


SOL PLAAATJE WEBSITE NOTIFICATION - SPM REGULATION SECTION 23 (C)

TENDERS/QUOTES OPENING REGISTER: Q031/2021/2022

PLEASE TAKE NOTE THAT THE FOLLOWING BIDDERS BEEN RECEIVED AT OPENING: 24.01.2022

[illegible]

SOL PLAATJE MUNICIPALITY 	To: SUPPLY CHAIN
	From: WL Gouws
	Enquiries: WL Gouws
	Telephone: X6483
	Reference: Memo Re: Opening of Quotations – SCM Policy 17(1)(a) for bid Q031/2021/2022
	Date: 26 January 2022

Re: SCM Instruction No 02 of 2021/2020 Section 3.2.4

Please proceed with the procurement at the price as per tender. Previous quotes obtained indicates that the tendered price from Interconnect Systems (Pty)Ltd as per their submission, is market related.

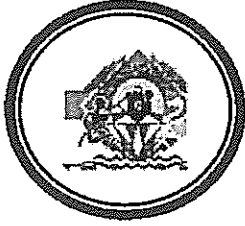
Further to this, it is urgent that we replace the infrastructure as soon as possible due to it being a critical part of the Sol Plaatje Municipality IT infrastructure. Failure to replace the cable could lead to extended outages at our Ashburnham offices, as well as delays in salary and order processing.



WL Gouws
Network Analyst
Sol Plaatje Municipality



SUPPLY CHAIN MANAGEMENT ACQUISITION: CHECK LIST FOR OPENING OF TENDERS OR QUOTATION BIDS								
Q031/2021/2022	Closing Date	NO.1	NO.2	NO.3	NO.4	NO.5	NO.6	NO.7
TENDER/QUOTE DESCRIPTION: Replace and Relocate of Sol Plaatje Municipality Aerial Fibre (Stores to City Hall)	24.01.2022	Interconnected Systems						
LINE MANAGER:	W. Gouws							
ADVERT: WEBSITE	YES							
ADVERT ATTACHED FOR EXTENSION OF CLOSING TIME	IF APPLICABLE	yes						
PROOF OF PAYMENTS REGISTER & ATTACHED	IF APPLICABLE	yes						
DATE ORIGINALS SUBMITTED TO PRE-EVALUATION OFFICER	24.01.2022	yes						
OPENING ATTENDED BY RISK:	YES							
LATE SUBMISSION RECEIVED								
TENDER NO								
DESCRIPTION OF LATE TENDER								
BIDDERS NAME AND ADDRESS	IF AVAILABLE							
LINE MANAGER RESPONSIBLE FOR LATE TENDER								
ORIGINAL CLOSING DATE OF TENDER/QUOTE								
DATE LATE SUBMISSION RECEIVED								
BID OFFICIAL COMMENTS AT OPENING:								
COMPILED AND APPROVED	DATE	BIDS OFFICIAL 1:	BIDS OFFICIAL 2:	RISK OFFICER	APPROVED BY SUPERIOR:			
PRINT NAME:	F. KOEN	A. MATHIAS	M. TAU					
SIGNATURE:	24.01.2022							

SOL PLAATJE MUNICIPALITY  MEMORANDUM Intranet: http://intranet	To: GM : Supply Chain Manager
	Attention: Contracts Administrator, Ms. Renee Nortje Tel 053-8306804
	From: Wikus Gouws
	Telephone: x6483
	Bid Reference No: Q31/2021/2022
	Date: 25-01-2022
FUNCTIONALITY / TECHNICAL REPORT: EVALUATION OF BIDS THIS REPORT MUST BE FULLY COMPLETED BY THE LINE MANAGER/PROJECT MANAGER	

Bid Reference Number and Description	Q31/2021/2022– Replace & relocate of Sol Plaatje Municipality Aerial Fibre (Stores to City Hall)
Background Information - Provide all relevant background information regarding the bids received - Amount of bids received - Included information obtained through research	The municipality requires the replacement of the optical fiber between Stores and City Hall. A 7-day bid was advertised to obtain internet services. ONE (1) bid was received Market research indicated that the total cost will be between R180 000 and R200 000
Motivation: Provide all relevant information why the bidding process must be proceeded	Bidder meets special conditions and is within budget. The bidding process is to proceed. NB: The replacement of this optical fiber is critical to operations.
Summary of Technical Report: - Outline your approach to the task / project if applicable - Provide the most important findings of your research or investigation - State the main outcomes, the figures, diagrams and samples where applicable	A bid was advertised to obtain pricing to replace and relocate a part of the SPM optical fiber network.
Conclusions: - Indicate which bidders should be considered and provide reasons - Indicate which bidders should not be considered and provide reasons	Only one bid received. Bid meets the requirements to proceed. Interconnect Systems @ R199 347.85
Budget Information - Print out of Budget Scoa Vote number - Budget Amount - Amount Spend - Budget Amount currently available - Required Estimated Amount - IDP SER number - Grand Fund Amount - Print out/Proof of Grand Fund eg. DORA,MIG,ect	26522301790RAMRCZZWM R1 000 000 R67 733 R932 266 R200 000
Contract Information - Term of Contract - Required Commencement Date	Once off installation As soon as possible

AUTHORITY APPROVE

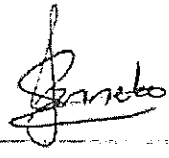
Line Manager: WL Gouws

• Date 19-01-2022

• Signature 

 BTO Manager:
Financial
(Capital Scoa Vote)
Operational

• Date 27/01/2022

• Signature 

SCM Manager: Machelani Shirindza
(Tenders)

• Date

• Signature

. AUTHORITY INSTRUCTION BY AC

SCM and CFO

Please be informed technical reports prepared for evaluation should not be moderated or shared with supervisors or directors of the respective directorates. Its a conflict of interest.

These reports should be independent and be signed of by the technical project manager who is responsible for the project.

This is applicable from today, 13 August 2021.

Please contact me if you need clarity

Z. Mahloko
Chief Financial Officer
☎ +27 53 8306502

GO040-Financial Information - Summary and Detail

Year: 2122 Account: 26522301790RAMRCZZWM

OC: EXT COM SERV PROV - SPEC COMPUT SER

P-MUNICIPAL RUNNING COST

INFORMATION TECHNOLOGY

Adj:

Opening Balance:

0.00

M	Month	Budget	Movement	Difference
☐	Jul	83334.00	9618.99	73715.01
☐	Aug	83334.00	10125.25	73208.75
☐	Sep	83334.00	0.00	83334.00
☐	Oct	83334.00	19211.61	64122.39
☐	Nov	83334.00	9592.62	73741.38
☐	Dec	83334.00	9592.62	73741.38
☐	Jan	83334.00	9592.62	73741.38
☐	Feb	83334.00	0.00	83334.00
☐	Mar	83334.00	0.00	83334.00
☐	Apr	83334.00	0.00	83334.00
☐	May	83334.00	0.00	83334.00
☐	Jun	83326.00	0.00	83326.00
TOTAL:		1000000.00	67733.71	932266.29

Budget	
Approved:	1000000
Additional:	0
TOTAL:	1000000

Commitments	
Issue Requisitions:	0.00
Purchase Requisitions:	0.00
Purchase Orders:	0.00
Standing Payments:	0.00
Other:	0.00
Jobs:	0.00
TOTAL:	0.00

Movement	
Actual:	67733.71
Not Updated:	0.00
TOTAL:	67733.71
BALANCE:	932266.29