



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

PROCUREMENT & ADMINISTRATION

**SUBMISSION TO DEVIATE FROM NORMAL
PROCUREMENT PROCESSES:
EMERGENCY**

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DIRECTORATE: SUPPLY CHAIN MANAGEMENT

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**SUBMISSION TO DEVIATE FROM NORMAL
PROCUREMENT PROCESS: EMERGENCY**

TO	DR T ELLENSON ACTING HEAD OF DEPARTMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
FROM	MR S KHANYI CHIEF DIRECTOR-CORPORATE SERVICES
CC	MR K MTHETHWA CHIEF FINANCIAL OFFICER
SUBJECT	DIVIATION FROM NORMAL PROCUREMENT PROCESSES TO AWARD BIDVEST STEINER.
CONTRACT DURATION	ONE TIME
SUBMITTED BY	MS T SITHOLE DEPUTY DIRECTOR-FACILITIES MANAGEMENT
DATE	10 NOVEMBER 2023

1. PURPOSE

- 1.1 To request approval from the Acting Head of Department to deviate from normal Supply Chain Management processes in line with Treasury Regulation 16A 6.4 and SCM Instruction Note 3 of 2021/2022- Enhancing compliance, transparency and accountability

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in supply chain management for a deviation from the competitive bidding process to award contract to **Bidvest Steiner** for an amount of **R49 680.00** to deal with the infestation of rodents and cleaning thereof.

2. BACKGROUND

- 2.1 The Department had a contractor for pest control service however the services provider was notified about the outbreak, he has thus indicated that he wants out of the contract stating that it is too expensive and his working at loss for him considering what initially quoted.
- 2.2 The Department is in predicament with this emergency outbreak of rodents, that is why the Auxiliary Services unit has identified **Bidvest Steiner** as a company to be approached through a single supplier sourcing.
- 2.3 The rodents are scattered all over the building, in numbers and different locations being offices, kitchens, passages, on the roof, toilets etc. The whole situation is terrifying to others since most people have phobia for rats and the likely hood of food contamination, since they also hide in areas where food is being handling mainly the kitchens and offices. The smell is also another factor that affects employees since the building is not well ventilated.

It must be noted that for SCM to appoint the service provider will take about 7 to 14 day as they will need to source quotations from three services providers.

- 2.4 The infestation of rodent and the smell poses health risk in terms of the Occupational Health Safety Act for employees as we have no ventilation within the building. Thus, a quotation has sourced from **Bidvest Steiner** and it was found to be reasonable. **SEE ATTACHED QOUTATION**
- 2.5 With the numerous complaints Auxiliary Services has been receiving from staff members about health-related issues, fumigation is requested considering the time that has lapsed and there is a high possibility of germination.

3. REASONS FOR DEVIATION



TYPE OF DEVIATION	REASONS FOR DEVIATION
EMERGENCY DEVIATION	There is an emergency of the outbreak of rodents that is why the Department request for an urgent procurement of Bidvest Steiner for the fumigation of the building. Furthermore, Occupational Health and Safety has deemed the working space as undesirable.

4. LEGAL FRAMEWORK

Deviation from Normal Bidding Processes

SCM INSTRUCTION NOTE 3 OF 2021/2022 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT

Deviation from Normal Bidding Processes

If in a specific case it is impractical to invite competitive bids, the AO/AA may procure the required goods and services by other means, provided that the reasons for deviating from competitive bids must be recorded and approved by the AO/AA.

Other means include

- (a) Limited bidding
- (b) Written price quotations within the threshold determined by National Treasury Instructions; and
- (c) Procurement that occurs in emergency situations and urgent cases

An emergency procurement may occur when there is a serious and unexpected situation that poses an immediate risk to health, life, property or environment which calls an agency to action and there is insufficient time to invite competitive bids.

Treasury Regulation 16A 6.4

"If in a specific case it is impractical to invite competitive bids; the Accounting Officer or Accounting Authority may procure the required goods or services by other means, provided

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that the reasons for deviating from inviting competitive bids must be recorded and approved by the Accounting Officer or Accounting Authority."

5. SERVICE PROVIDER DETAILS

5.1 A quotation was invited from the **BIDVEST STEINER** due to their capacity and experience to undertake the work. The service provider has been selected by the SCM demand unit from the Central Suppliers Database.

Name of Service Provider	CSD Number	Tax Status	Vat No.	State Employee Yes/No	Tender Default Register: Yes/No
BIDVEST STEINER	MAAA0259189	YES		NO	

6. FINANCIAL IMPLICATIONS

- The total cost for the Service is estimated to cost R49 680.00
- The service is accordingly budgeted for and funded from Auxiliary Services Directorate

7. RECOMMENDATIONS

It is recommended that approval be granted for the deviation from normal Supply Chain Management processes in line with Treasury Regulation 16A 6.4 and SCM Instruction Note 3 of 2021/2022- Enhancing compliance, transparency and accountability in supply chain management for a deviation from the competitive bidding process to award contract to **BIDVEST STEINER** for an amount of **R49 680.00** for the fumigation of rodent and cleanup thereafter.

8. ADMINISTRATION AND PROCESS SIGN OFF

NAME	ROLE	SIGNATURE	DATE
Project Leader	THOBILE SITHOLE		12/11/2023

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Chief Director	MR S KHANYI	Signed by: S Khanyi Signed at: 2023-11-12 14:39:02 +02:00 Reason: I approve this document	
Chief Financial Officer	MR K MKTHETHWA	Signed by: K Mkhethwa Signed at: 2023-11-12 14:42:15 +02:00 Reason: I approve this document	

9. APPROVAL BY HEAD OF DEPARTMENT

It is recommended that approval be granted for the deviation from normal Supply Chain Management processes in line with Treasury Regulation 16A 6.4 and SCM Instruction Note 3 of 2021/2022- Enhancing compliance, transparency and accountability in supply chain management for a deviation from the competitive bidding process to award contract to **BIDVEST STEINER** for an amount of **R49 680.00** for the fumigation of rodent and cleanup thereafter.

NAME	ROLE	SIGNATURE	DATE
DR T ELLENSON	Acting Head of Department	Signed by: T. Ellison Signed at: 2023-11-13 00:57:39 +02:00 Reason: I approve this document <i>TPEll</i>	

Comments Approved

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