



**TO: MENZI FAKUDE**  
**CEO**

**FROM: SIBUSISO DHLADLA**  
**EM: CS**

**RE: GENERATOR EMERGENCY RE-FUELLING – HEAD OFFICE**

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**1. PURPOSE**

The purpose of the motivation is to request the CEO to condone the appointment and payment of a service provider on an emergency basis to re-fuel the generator at the Parktown office due to low capacity of diesel left in the generator and the continuous load shedding by Eskom.

**2. BACKGROUND**

This matter is being attended to by the Facilities department to prevent and resolve the dis-functioning of the office as and when there are power cuts at the Parktown office.

The generator of the Parkton office has been supplying power when there is the cut-off but has now run out of diesel. To ensure continuous electricity supply and the functioning of the provincial office, the generator requires fuel to continue functioning. Load shedding is on continual basis, therefore re-fuelling of the generator will be an ongoing process.



### 3. SUPPLY CHAIN POLICIES

The SCM policy as provided on clause 16.2.3 and 16.2.3.3 will cover the deviation. The policy states the following:

*16.2.3 The accounting officer may dispense with the official procurement processes established by this policy and to procure any required goods or services through any convenient process, which may include direct negotiation, but only:*

*16.2.3.3 In any other exceptional case where there is an urgent need and it is impractical or impossible to follow the official procurement process provided that the circumstances giving rise to the urgency were neither foreseeable by the procuring entity nor the result of dilatory conduct on its part.*

### 4. MOTIVATION

An urgent decision to appoint a service provider on an emergency basis had to be taken to avoid unproductivity at the Parktown office.

A service provider sourced was that on the Suppliers Central Data Base that previously has serviced the Service SETA generators and has a footprint in the Gauteng area.

The service provider is Buwesi Generators cc and submitted a quotation based on the requirements. **(See attached)**

### 5. FINANCIAL IMPLICATIONS

The initial financial implication will be eleven thousand, one hundred and forty rand and ninety-eight cents only (R11 140.98) VAT included)

### 6. LEGAL IMPLICATIONS/RISKS

None.



## 7. RECOMMENDATION

It is therefore recommended that the CEO approve the emergency appointment of Buwesi Generators cc to an initial amount of eleven thousand, one hundred and forty rand and ninety-eight cents only (R11 140.98) VAT included

Regards,

**GAVIN THOMAS**  
**MANAGER: FACILITIES**

Recommended/~~Not Recommended~~/~~Recommended with Amendments~~

**SIBUSISO DHLADLA**  
**EM: CS**

Recommended/~~Not Recommended~~/~~Recommended with Amendments~~

**TSHEOLA MATSEBE**  
**CFO**

Approved/~~Not Approved~~/~~Approved~~

**MENZI FAKUDE**  
**CEO**