



agriculture, rural development,
land & environmental affairs
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

Samora Machel Building, No. 7 Government Boulevard, Riverside Park, Extension 2, Mbombela, 1200,
Mpumalanga Province, Private Bag X 11219, 1200
Tel: +27 (013) 766 6067/8, Fax: +27 (013) 766 8295, Int. Tel: +27 (13) 766 6067/8, Int. Fax: +27 (13) 766 8295

Litiko Letekulima, Kutfufukiswa
Kwetindzawo Tasemakhaya, Ternhlaba
Netesimondzawo

Departement van Landbou,
Landelike Ontwikkeling,
Grond en Ongewing Sake

umNyango weZelimo
UkuThuthukiswa kweNdawo zemaKhaya,
iNarha neeNdaba zeBhoduluko

MEMORANDUM

Ref: 5/6/3/1/05 – 26/27
Enq: M Masuku
Ext.: 6136

**TO : MR C.M CHUNDA
HEAD: AGRICULTURE, RURAL DEVELOPMENT, LAND AND
ENVIRONMENTAL AFFAIRS**

**FROM : MS MZ XABA
CHAIRPERSON: BID ADJUDICATION COMMITTEE**

**SUBJECT : REQUEST FOR APPROVAL TO DEVIATE FROM NORMAL
PROCUREMENT PROCESSES TO PAY CONFERENCE
REGISTRATION FEES FOR THE INTERNATIONAL ASSOCIATION
FOR IMPACT ASSESSMENT SOUTH AFRICA (IAIASA) NATIONAL
CONFERENCE 2026 THROUGH LIMITED BIDDING (SOLE SOURCE)**

1. PURPOSE

To request the Accounting Officer to consider and approve a deviation from normal procurement processes in terms of limited bidding (sole source) for the payment of conference registration and exhibition fees for eleven (11) delegates who have been approved to attend and exhibit at the International Association for Impact Assessment South Africa (IAIASA) National Conference, scheduled to take place from 25 to 28 August 2026 at the Protea Hotel and Conference Centre, Stellenbosch, Western Cape.

2. BACKGROUND

The Department received a request from Environmental Empowerment Services to facilitate the payment of conference registration fees for eleven (11) delegates who have been approved by the Accounting Officer to attend and exhibit at the IAIASA National Conference 2026.

IAIASA is the sole organiser and service provider of the conference. The conference is an annual professional platform where environmental practitioners, academics, researchers,



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government officials and industry stakeholders convene to share knowledge, research findings and best practices in the field of environmental impact assessment and integrated environmental management. As such, there is no alternative service provider through which registration for this specific conference can be procured.

Programme 9.2.1 completed the Mpumalanga Bird Flyways Research Project in collaboration with the Mpumalanga Tourism and Parks Agency (MTPA) and the Endangered Wildlife Trust (EWT). The project involved high-precision GPS tracking of priority avifaunal species to support informed decision-making regarding renewable energy development while protecting sensitive bird populations within Mpumalanga Province.

The project aligns directly with the conference theme, “Cultivating Ecological Intelligence as a Pathway to Better Decisions”, and presents an opportunity for the Department to showcase a pioneering government-led initiative within the avifaunal-renewable energy sector.

In order to secure conference attendance, exhibition space and the applicable registration rates, payment must be made before 15 July 2026. Failure to make payment before the closing date may result in the loss of conference participation and exhibition opportunities, as well as higher registration costs.

List of officials approved to attend the conference:

No	Initial and Surname	Persal	Gender	Designation	DISTRICT
1.	P.N. Ntuli	19495196	F	Chief Director	Head Office
2.	M.P. Mathebula	80181830	M	Chief Director	Head Office
3.	G. Cowden	62180428	M	Enviro Officer Control B	Head Office
4.	R. Luyt	22054812	F	Dir: Env Impact Management	Head Office
5.	S. Mbuyane	24097357	F	Enviro Officer Control B	Gert Sibande
6.	T. Sithole	82827249	F	Enviro Officer Control B	Ehlanzeni
7.	C. Mthimunye	82272557	F	Enviro Officer Control B	Nkangala
8.	N. Dooka	82823936	F	Deputy Director	Head Office
9.	M. Lotter	151052	M	MTPA	Head Office
10.	M. Pretorius	N/A	M	EWT	Head Office



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No	Initial and Surname	Persal	Gender	Designation	DISTRICT
11.	O. Mohale	N/A	M	EWT	Head Office

3. FINANCIAL IMPLICATION

The total cost for conference registration and exhibition fees amounts to R121 200.00 (One Hundred and Twenty-One Thousand Two Hundred Rand Only). Budget is available within the Programme 9 budget for the 2026/27 financial period.

4. DISCUSSION

The Bid Adjudication Committee considered the request and noted that:

- IAIASA is the sole organiser and service provider of the conference and therefore qualifies as a sole-source procurement.
- Attendance and exhibition at the conference support the Department's strategic objectives relating to environmental management, research dissemination and stakeholder engagement.
- The Department's research project has been accepted for presentation and exhibition at the conference.
- Registration fees are required to be paid in advance to secure participation and exhibition space.
- No competitive bidding process can be undertaken as the service is only available from IAIASA.

The Committee therefore resolved to recommend approval of a deviation from normal procurement processes in favour of limited bidding (sole source) to enable the Department to make payment before the registration closing date.

All relevant Supply Chain Management prescripts and internal control measures must be complied with during the processing of the payment.



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5. RECOMMENDATION

The Bid Adjudication Committee recommends that;

- 5.1. The Accounting Officer approve to deviate from normal procurement processes to pay the conference registration fees prior to the event for eleven (11) delegates to attend and exhibit at the International Association for Impact Assessment South Africa (IAIASA) National Conference, taking place from 25 to 28 August 2026 at the Protea Hotel and Conference Centre in Stellenbosch, Western Cape.
- 5.2. Payment to be made in advance before 15 July 2026 to secure conference participation, exhibition space and the applicable registration rates.
- 5.3. Note that IAIASA is the sole organiser and service provider of the conference and that no alternative service providers are available for the procurement of these services.
- 5.4. Ensure compliance with all applicable Supply Chain Management prescripts and internal controls when processing the payment.


MS M.Z XABA
CHAIRPERSON: BID ADJUDICATION COMMITTEE

12/06/2026
DATE


MR S.T NGELE
MEMBER: BID ADJUDICATION COMMITTEE

12-06-2026
DATE


MS T TANDA
MEMBER: BID ADJUDICATION COMMITTEE

12-06-2026
DATE


MR H.A SIBISI
MEMBER: BID ADJUDICATION COMMITTEE

12/06/2026
DATE


MR A MTHEMBU
MEMBER: BID ADJUDICATION COMMITTEE

12/06/2026
DATE



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6. RECOMMENDATION

The Bid Adjudication Committee recommends that;

- 6.1. The Accounting Officer approve to deviate from normal procurement processes to pay the conference registration fees prior to the event for eleven (11) delegates to attend and exhibit at the International Association for Impact Assessment South Africa (IAIASA) National Conference, taking place from 25 to 28 August 2026 at the Protea Hotel and Conference Centre in Stellenbosch, Western Cape.
- 6.2. Payment to be made in advance before 15 July 2026 to secure conference participation, exhibition space and the applicable registration rates.
- 6.3. Note that IAIASA is the sole organiser and service provider of the conference and that no alternative service providers are available for the procurement of these services.
- 6.4. Ensure compliance with all applicable Supply Chain Management prescripts and internal controls when processing the payment.

APPROVED / ~~NOT APPROVED~~



MR C.M CHUNDA

HEAD: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS

DATE: 19/6/26

