



## PROCUREMENT REQUEST FORM

### Request for tender (RFx) for all intended purchases ≥ R30k (VAT incl.)

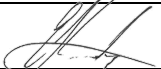
- The form must be completed by a Procurement Practitioner on receipt of a call for assistance to source goods, works and/or services where the estimated value is greater than or equal to R30k (incl. VAT).
- Form must also be completed for deviations, except emergencies
- The form must be signed off by the relevant manager according to the CSIR's approval framework for the different stages as indicated.
- Requestor and Final Approver cannot be the same.

|   |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1 | Cluster / Portfolio                                                                                                                                         | SHEQ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |
| 2 | Requestor                                                                                                                                                   | Masopha Moshoeshe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Final Approver Esme Kennedy |
| 3 | Call Number<br><i>(respond to the requestor within a day of receiving the Call)</i>                                                                         | 657894                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |
| 4 | Goods, works or services to be procured<br><i>(If this information is already captured in a memo, the memo can be attached as supporting documentation)</i> | Description of goods, works/services:<br><br>SHEQ on-line software package for the CSIR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |
|   |                                                                                                                                                             | Transaction Background:<br><br>Currently SHEQ reporting is done on various manual platforms and does not allow for easy integrations of the various standards. Manual interventions are needed to follow-up on incidents, obtain statistics and analyse trends. There are existing SHEQ software packages on the market that can provide solutions to the above issues and improve SHEQ functionality in the CSIR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |
|   |                                                                                                                                                             | Motivation – Business case and need for procurement (where and for what the goods, works/services will be used for):<br><br>The SHEQ reporting tool is required in order to meet the strategic objectives guided by the outcome of the CSIR Support Functions review process and seeks to re-position SHEQ maturity through the Stages of Excellence (SoE) framework. The review focused on, amongst others, a capability gap assessment conducted in conjunction with support of AT Kearney. The key findings from the assessment indicated that SHEQ historically had a limited strategic view, poor objective setting, untapped use of technology and tools as evidenced by SHEQ reporting, which is predominantly completed manually and evident in the high number of incidents and accidents. As a result, opportunities or areas for improvement were recommended and should be systemically be implemented as part of the organisational transition roadmap and have been incorporated into the current strategic business plan. |                             |

|    |                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                                                                                                      | <p>The procurement of the tool will align the SHEQ operating model with operational support requirements and capacitating it with operationally deployed specialised skills in the portfolios and divisions and implementing an Integrated Management Systems in line with ISO 9001, ISO 45001 and ISO 14001.</p> <p>The SHEQ tool will be an online web application tool, that will allow staff to log, investigate, report and determine trends of Safety, Health, Environment and Quality related activities within the CSIR, through the use of individual/different SHEQ modules which feedback into an integrated dashboard reporting system.</p> <p>Implementation of a SHEQ online reporting tool will have the following benefits; allow users to upload SHEQ requests and report incidents in real time and be able to track progress. Improve productivity and performance of the SHEQ team by minimizing time spent on manual data collection and report writing. Allow for real-time analysis of SHEQ risks and trends in the CSIR. Remove the dependency on individual staff to provide input into key reports and information analysis. Provide instant information on key SHEQ KPI's for the division/cluster. Provide a platform for on-line SHEQ training and assessment. Move away from paper based/manual systems.</p> |
| 5  | Goods, works / services related to Covid-19                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6  | Is this a once off or on-going requirement?                                                                                                                                                                                                                          | <input type="checkbox"/> Once-off <input checked="" type="checkbox"/> On-going<br>If on-going, indicate proposed contract duration: at least three years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7  | Nature of Expenditure                                                                                                                                                                                                                                                | <input type="checkbox"/> Operational Expenditure<br><input checked="" type="checkbox"/> Capital Expenditure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8  | For consultancy services – has a gap analysis been conducted?<br><i>Attach engagement of professional service providers (consultants) form</i>                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A<br>Comments:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9  | Estimate cost of goods, works or services required                                                                                                                                                                                                                   | Inclusive of VAT: R2 875 000.00<br>Exclusive of VAT: R2 500 000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10 | Full Charge Account for the Expenditure                                                                                                                                                                                                                              | Fin code: 10519<br>Project: SHEQC02<br>Task: EXP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11 | Will a formal contract be signed?                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 12 | <ul style="list-style-type: none"> <li>Is the budget / funds available and sufficient?</li> <li>Indicate client contract linked to the funds – if applicable</li> <li>If Capex – was the expenditure approved in the cluster's/portfolio's business plan?</li> </ul> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If linked to client contract, indicate client contract and number:<br><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 13 | Does this procurement fall within the National Treasury (NT) <b>designated sectors</b> ?                                                                                                                                                                             | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes indicate industry/sector/sub-sector:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

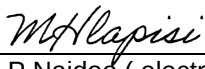
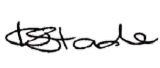
|    |                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                            |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <a href="http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/">http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/</a>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| 14 | Will CIDB regulations be applied to this procurement transaction?<br><i>(CIDB regulations shall be applied to all construction procurement with value &gt;= R30k (VAT inclusive))</i>                                                                | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes indicate the class of works:                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                            |
| 15 | Will pre-qualification criteria for preferential procurement in terms of Point 4 of PPPFA Regulations 2017 be applied for this procurement?                                                                                                          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, indicate the applicable pre-qualification criteria:                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                            |
| 16 | Will the objective criteria in terms of section 2(1) (f) of the PPPFA Act be applied for this procurement transaction?                                                                                                                               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, indicate the objective criteria:                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| 17 | If request is above R500k (incl VAT), is this included in the Procurement Plan?                                                                                                                                                                      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A<br>If yes, indicate the code as per the procurement plan:                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                            |
| 18 | <b>SSC members</b><br>- SSC must have representation from outside the end user department for transactions above R500k<br>- SSC chair must be from outside the department who initiated the request                                                  | Mmatabane Hlapisi<br>Prashanth Naidoo<br>Gregory Paulse<br>Mercia Motlana (Chairperson)<br>Jo Benjamin<br><del>Baaba Koma</del><br><del>Masepha Mochoshe</del><br><del>Fanie Jordaan</del><br><del>Monate Mokgoke</del><br><del>Mpho Mooketsi</del><br><del>Leon Du Preez</del><br><del>Nevan Moopana</del><br><del>Riaan Berg</del><br><del>Johan Lehmann</del><br><del>Anton van der Merwe</del><br>Darryl Rondganger<br><del>Eric Basson</del><br><del>Kwaku AArthur</del><br><del>Neo Mtsisi</del><br><del>Mogadi Mmolei</del> (Mokgadi Mmolai) |                                                                                                                                                                            |
| 19 | <b>PSC members – if applicable</b><br>- PSC compulsory for all transactions above R3m<br>- PSC must have representation from outside the end user department for transactions above R3ml<br>- PSC chair must be from a different cluster / portfolio | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                            |
| 20 | Procurement Process to be followed<br><i>(Decision to be taken by procurement practitioner in consultation with SPP and/or P&amp;SM)</i>                                                                                                             | <input checked="" type="checkbox"/> RFP<br><input type="checkbox"/> RFQ<br><input type="checkbox"/> EOI<br><input type="checkbox"/> RFI<br><input type="checkbox"/> Single Source                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Sole Source<br><input type="checkbox"/> Variation / Expansion<br><input type="checkbox"/> NT Deviation<br><input type="checkbox"/> Other: Specify |
| 21 | Publication Platform<br><i>(Select all applicable platforms)</i>                                                                                                                                                                                     | <input checked="" type="checkbox"/> NT e-tender portal<br><input checked="" type="checkbox"/> CSIR Website<br><input type="checkbox"/> CIDB i-tender portal                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Targeted suppliers<br><input type="checkbox"/> Other: Specify                                                                                     |

## Signoff to initiate the tender process and establishment of the SSC and/or PSC:

|                                                                 | Name               | Signature                                                                           | Date        |
|-----------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------|-------------|
| <b>Procurement Request to initiate tender process accepted:</b> |                    |                                                                                     |             |
| SPU signoff                                                     | Mmatabane Hlapisi  |   | 12 May 2021 |
| Recommended by (R)                                              | Prashanth Naidoo   | P Naidoo (electronic)                                                               | 18/03/2021  |
| Recommendation agreed to by (A)                                 | Masopha Moshoeshoe |   | 29/03/2021  |
| Final approver signoff (D)                                      | Esme Kennedy       |  | 31/03/2021  |

**Sign off to approve tender documents – this Stage MUST only be signed after the tender documents have been put together by SSC and/or PSC**

- Below signatures indicate that the scope of work or specification, evaluation criteria and the complete document have been checked for correctness and the final approver or delegated official/committee agrees that the documents can be published or issued.
- For values more than R3m, the GE may delegate the authority to sign off on the issuing of tender documents to the PSC chair.
- Where certain responsibilities are delegated to another authority, the delegated authority remains accountable.

|                                                                                               | Name               | Signature                                                                             | Date         |
|-----------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------|--------------|
| <b>Tendering documents developed and accepted:</b>                                            |                    |                                                                                       |              |
| SPU signoff                                                                                   | Mmatabane Hlapisi  |   | 01 July 2021 |
| Recommended by (R)                                                                            | Prashanth Naidoo   | P Naidoo ( electronic)                                                                | 18/3/2021    |
| Recommendation Supported by (I)<br><b>(Finance signature required for asset acquisitions)</b> | Carien Van Stade   |   | 11/05/2021   |
| Recommendation agreed to by (A)                                                               | Masopha Moshoeshoe |   | 29/03/2021   |
| Final approver signoff (D)                                                                    | Esme Kennedy       |  | 31/03/2021   |

CSIR's approval framework for the approval of expenses has been used to determine who should sign off on the initiation of a procurement request as well as giving approval for the issuing of tender documents.

| Initiation of procurement process and approval for publication of tender documents                                                                                                                                                                                                                                                                                                                                                                                       | CEO | EXCO | CFO | Exco Member/Group Executive | Executive Cluster/Group Manager | Impact Area Research Centre Manager | Group Manager: Procurement | Senior Department Official |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|-----|-----------------------------|---------------------------------|-------------------------------------|----------------------------|----------------------------|
| More than R10m                                                                                                                                                                                                                                                                                                                                                                                                                                                           | D   | A    |     | A                           | R                               |                                     |                            |                            |
| More than R3m and up to R10m                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |      |     | D                           | A                               | R                                   |                            |                            |
| More than R300k and up to R3m                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |      |     |                             | D                               | A                                   |                            | R                          |
| From R30k and up to R300k                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |      |     |                             |                                 | D                                   |                            | R                          |
| <p><b>*</b> <b>R-Recommend</b>- the persons who initiates or drive the process;<br/> <b>A-Approver</b>-the persons who agree with or approves the recommendation;<br/> <b>P- Perform</b>- the person who carries out the decision once it has been made;<br/> <b>I-input</b>- the person who must be consulted on the recommendation before a decision is made.<br/> <b>D- Decide</b>-the person has final authority, and who can commit the organisation to action.</p> |     |      |     |                             |                                 |                                     |                            |                            |

