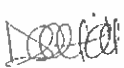
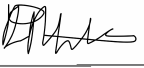


Motivation for Deviating from Three Quotation System	
Business Unit	HR
Manager Name & Surname	Libokanyo Khumalo
Nature of Service or Products:	Legal Services: Representation in Court
Name of Supplier	Webber Wentzel
Amount budgeted	Hourly rate R17 768
Please put a check next to the applicable reason for deviating from three quotation system:	
Emergency 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 call an institution to action and there is insufficient time to invite suppliers to submit three quotations.(Treasury Regulation 16A6.4)	
Sole Supplier: Sole source procurement may occur when there is evidence that only one supplier possesses the unique and singularly available capacity to meet the requirements of the institution. (Treasury Regulation 16A6.4).Instruction Note 3 of 2021/22.	X
Please include a short narrative on the reason for the motivation for single sourcing:	
As informed by the Senior Manager SCM, the CEO requested him to procure the services of a Law Firm on an urgent basis to deal with an urgent Employee Relations matter at the Labour Court. The panel already exists, so it was a matter of selecting a Law Firm with the required expertise to deal with a matter that is very complex.	

APPROVAL

	Compiled by:	Budget confirmation by BU Manager	Supported by SCM Manager	Recommended by CFO	Approved by Accounting Officer
Title	Ms.	MR.	Mr.	Ms.	
Name	L. Khumalo	S. S. Ngweni	RM Khunou	L.NHLAPO	
Signature					
Date	20 November 2024	20/11/2024	20/11/2024	25/11/2024	
Comment		This was sourced from the PANEL which already exist.	As per the comment below		

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	Reviewed: 02/05/2017	
	30/07/2018	

NB: SCM Comments

The deviation from the normal and approved internal procedures was as a result of an agreed deviated approach between the end user (HR Department) and the accounting authority. The service provider was selected from the current approved Legal Panel contract.