Enquiry: Elizabeth Mamotsau
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Email: Elizabeth.Mamotsau@gtac.gov.za
Date: 08 June 2026

MEMORANDUM

Request for Deviation in terms of PFMA Instruction NO.03 of 2021/22

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 that the reasons for deviating from inviting competitive bids must be recorded and approved by the accounting officer or accounting authority.

<table>
<tr><td>TO</td><td colspan="6">Acting Head: GTAC</td></tr>
<tr><td>REQUESTING BUSINESS UNIT</td><td colspan="6">Transaction Advisory Services & PPP Unit</td></tr>
<tr><td>HEAD OF BUSINESS UNIT</td><td colspan="6">Ronette Engela</td></tr>
<tr><td>DATE</td><td colspan="6">01 July 2026</td></tr>
<tr><td>SUBJECT</td><td colspan="6">Request in terms of PFMA Instruction NO.03 of 2021/22 for Conference Venue</td></tr>
<tr><td>NAME OF SUPPLIER</td><td colspan="6">Nu-Gilli Legacy Pty Ltd</td></tr>
<tr><td>TERM REQUESTED</td><td colspan="6">One day catering service</td></tr>
<tr><td>AMOUNT REQUESTED</td><td colspan="6">R9 545.00</td></tr>
<tr><td>REASON FOR DEVIATION FROM TR 16A.6.4</td><td>SOLE SUPPLIER:</td><td>X</td><td>CASE OF EMERGENCY:</td><td></td><td>OTHER (IMPRACTICAL):</td><td></td></tr>
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Forwarded to you for:

- ☐ √ **Approval**
- ☐ Verification
- ☐ For Your Records
- ☐ Information
- ☐ Action as required

1. PURPOSE

1.1 The purpose of this memo is to request approval of the catering services for PPP Unit and the Namibian delegates who are coming in South Africa for PPP projects tours to be held at the DBSA Building in Midrand on the 1st of July 2026 for 25pp

2. BACKGROUND AND MOTIVATION

2.1 The Namibian PPP Unit have requested a study tour to meet their South African counterpart for them to learn from their experiences. The PPP Unit under GTAC of National Treasury on its capacity will be able to provide PPP theoretical overview and experience. PPP team will be using DBSA as the meeting venue.

2.2 A request for catering was sent out to Nu Gilli Legacy Pty Ltd only and catering costs up to a maximum amount of R9545.00 in accordance with the requesting RFQ. Annexture A-RFQ

2.3 The quotation is attached as- Annexture B.

2.4 According to DBSA, external catering services are not permitted on their premises due to compliance with health and safety requirements. As a result, DBSA only utilises catering services from Nu Gilli Legacy (Pty) Ltd. Attached sole provider letter from DBSA as - Annexture C.

3. REASON FOR THE DEVIATION

3.1 Financial Management is now requesting a deviation from the normal procurement procedures as per paragraph 4 of the PFMA SCM Instruction No 03 Of 2021/22.

3.2 The purpose of requesting approval of a sole provider is to appoint a single catering company for the event, instead of following the standard process of obtaining three quotations. Engaging one catering service will ensure consistency with the DBSA ‘s health standard in food quality, service delivery, coordination, and overall event management on their premises.

4. FINANCIAL IMPLICATIONS

4.1 The quotation received from the Nu Gilli Legacy is amount of R9 545.00.

4.2 There are sufficient funds budgeted for 2026/2027 workshops.

5. LEGAL IMPLICATIONS

5.1 There are no legal implications.

5.2 As per paragraph 4 of the PFMA SCM Instruction No 03 Of 2021/22 - Enhancing Compliance Transparency and Accountability in SCM which states that:

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

5.2.2. In this instruction, procurement by “other means” includes-

a. Limited bidding; and/ or
b. b) Written price quotations within the threshold determined by National Treasury Instruction

6. RECOMMENDATION

6.1. It is recommended that approval be granted to cater for the PPP which will be in DBSA on the 1st of July 2026.

Compiled by: Elizabeth Mamotsau
Procurement Officer

Verified by: Martin Chaka
Deputy Director of Assets Management

Date: 09 June 2026

Recommended / ~~Recommended with Comments / Not Recommended~~

Tumisang Moleke
Head: Transaction Advisory Services & PPP Unit
Date: 17/06/2026

Recommended / ~~Recommended with Comments / Not Recommended~~

MARKUS RAUTENBACH
CHIEF DIRECTOR: FINANCIAL MANAGEMENT
Date: 17/06/2026

Approved/ ~~Approved with Comments/ Not Approved~~

R. Engela.

RONETTE ENGELA
ACTING HEAD: GTAC
Date: 23/06/2026

CHECKLIST - SUBMISSION TO CHIEF DIRECTOR: FINANCIAL MANAGEMENT (REQUESTING BUSINESS UNIT TO COMPLETE)					
Tick the applicable box:		**N/A**	**Yes**	**No**	**Comments**
1.	**Current deviation submission**				
1.1	• Is the submission completed in full and correctly signed off?		X		
1.2	• Does the submission articulate the Purpose, Background, Scope, Sourcing Strategy, Stakeholders, Legal & Financial Implications, Recommendations and Signatures?		X		
2.	**Sole supplier**				
2.1	• Is the sole supplier certificate attached?		X		Deviation is requested based on impracticality.
3.	**Impractical**				
3.1	• Is the National Treasury approval attached?			X	To be approved by the Acting Head
4.	**Memo of previous approval**				
4.1	• Are the memos of the previous approval(s) attached?			X	
4.2	• Were the previous approved memo, action plans and recommendations considered in this submission?	X			
5.	**Approved business case**				
5.1	• Is the approved business case attached?	X			
6.	**Confirmation of budget availability**				
6.1	• Is a signed confirmation from the budget availability attached?		X		
6.2	• Is the request (inclusive of VAT) within the approved budget?		X		
7.	**Demand plan**				
7.1	• Was the project registered on the approved demand plan?	X			

8.	**Supplier(s) proposal, quotation and/or pricing schedule**				
8.1	• Is the supplier's proposal, quotation and/or pricing schedule attached?		X		
8.2	• Does the financial implication in the submission agree to the supplier's pricing?		X		