

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Office: WC: REGIONAL HEAD

Billing Address: PRIVATE BAG X9171, CAPE TOWN, 8000

Delivery Address: REGIONAL OFFICE CAPE TOWN: NORTON ROSE FINANCE OPEN PLAN ROOM 416, 8 Riebeeck street, Norton Rose Buildi

Tel: 021 462 5471

Fax: 021 461 0190

Email:



PURCHASE ORDER

Original

TECHI ENGINEERS

PO Number: POR00000C9J

Amendment: 0 Date: 2023/12/06

Our contact

VERA SEALS

Cell: N/A

Tel: 021 462 5471

Fax: 021 461 0190

Email: vseals@justice.gov.za

Attention: Ambrosia Mhindurwa

Cell: 082 308 2234

Office: 0114525114

Fax: 0867630562

Email: avmhindurwa@gmail.com

Contract Number	Your Item Number	Our Item Number	Description	Delivery Date	Quantity	Total (Exc)
1	20231206	1393684 0005	CONSULTING: ADVISORY SERVICES	2023/12/06	1.00 HR	157,650.00

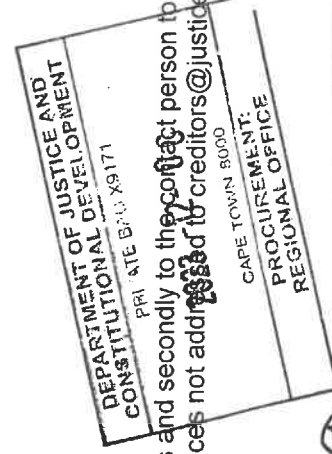
Sub Total:	ZAR	157,650.00
Discount:	ZAR	0.00
Total (Exc):	ZAR	157,650.00
VAT:	ZAR	23,647.50
Total (Inc):	ZAR	181,297.50

Terms 30 DAYS

Comments

PLEASE NOTE:

It is compulsory that all invoices be sent to both, firstly creditors@justice.gov.za as the main port of receipts and secondly to the contact person to whom the goods and services were delivered to as an additional port. The invoice must contain the purchase order number. Invoices not addressed to creditors@justice.gov.za will result in non-payment.



Full Names:

J. Olie

Signature:

Date: 2023/12/06

Print date: Wednesday, 6 December 2023, 13:47

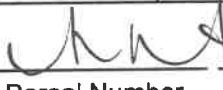
REQUEST FOR QUOTATION EVALUATION

QRR0000C2L

D0405/2023

RFQ Line	Item Number	Description	Quantity
1	1393684 0005	CONSULTING: ADVISORY SERVICES	1.00 HR

Supplier and quotation detail	Price (ZAR):	Points awarded			Accepted
		Goals	Price	Total	
Supplier: TECHI ENGINEERS  Comments: A valid quotation has been received 80 4 08	★ 181,297.50	0.00	80.00	80.00	

Anita N. Davis 11555559  2023/12/06. 02/12/2023
 Evaluator Name and Surname Evaluator Personal Number Evaluator Signature Date

KP129/2023

 06.12.2023

 4# 6/12/2023



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

GOODS & SERVICES REQUISITION DOJ & CD

JYP

Reference	13436840005	Responsibility: 30893684	Contact Person: S. MATYALA
Date requested	08112023	Objective:	Contact No: 021-462 5471
Date Required		Project:	Fax No: 0864084834
		Fund:	Room No: 1

Search for the item(s) you need in JYP. When you have found the relevant item(s), fill in the Goods & Services Requisition and obtain authorisation. Goods & Services Requisitions that are not signed by the correct delegated authority will not be processed. Please show complete item Descriptions and Item Numbers, to ensure your request is processed correctly.

Line	Item	Description	Qty	UOM	Unit Price (inc VAT)	Total Amount incl VAT)
1	13436840005	STRUCTURAL ASSESSMENT OF THE ROOF				R181 297- 50
2						
3						
4						
5						
6						
7						
8						
9						
10						
Comments: ASSESSMENT OF ROOF STRUCTURE IN THE FOLLOWING OFFICES: KUILSRIVER, SOMERSETWEST AND SIMONSTOWN IN PREPARATION TO INSTALL SOLAR POWER					Total	R181 297- 50

Requestor	33212926	S MATYALA	Signature	A D M I N I S T R A T I V E C L E R K	09112023	Date
Responsibility Manager	16910206	P BARNES	Signature	D D A M	10112023	Date
Delegated Authority			Signature			Date
Delegated Authority	10228589	D O K	Signature	o a d f	04112023	Date

OBTAIN DELEGATED AUTHORISATION AND FORWARD TO SCM OFFICE THIS GOODS & SERVICES REQUISITION WAS AWARDED TO TECHI ENGINEERS PTY LTD



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

P214/2023

DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT

CAPE TOWN 8000

2023 -11- 24

CAPE TOWN 8000

PROCUREMENT
REGIONAL OFFICE

PROVINCIAL OFFICE: WESTERN CAPE

BRANCH: NORTON ROSE, No 8 RIEBEECK STREET, CAPE TOWN

Tel: (021) 462 5471

Email: smatyala@justice.gov.za

INTERNAL MEMO

DRF045/2023

DATE:	10 November 2023	FILE NO:	PROVINCIAL OFFICE WC
TO:	MS M ZIETSMAN DIRECTOR : FINANCE	FROM:	P BARNES DEPUTY DIRECTOR FACILITES
CC:	MS N BEKWA DIRECTOR : JUSTICE OPERATIONS AND FACILITIES MANAGEMENT		

**SUBJECT: REQUEST FOR DEVIATION TO APPOINT A STRUCTURAL
ENGINEER TO CONFIRM THE INTEGRITY OF THE ROOFS FOR
THE THREE (3) IDENTIFIED PILOT SITES IN THE WESTERN
CAPE.**

1. PURPOSE

1.1 The purpose of this memorandum is to obtain approval from the Director: Finance to appoint one (1) structural engineer to confirm the structural integrity of the roofs for the 3 pilot sites identified for the installation of the solar panels. The structural engineer that is appointed will check the performance of the solar panels, identify potential hazards and risks, assess the quality and suitability of any existing roofing materials, provide recommendations, prepare structural integrity reports, designs and drawings, make calculations about loads and stresses, provide technical advice & obtain planning or building regulations approvals from the municipality.

2. EXECUTIVE SUMMARY

2.1 The Provincial Head has directed that the Provincial Office, commence with the provision of alternate power supply to the courts in the region.

2.2 The alternate power supply would serve as a back-up when the area is affected by the persistent load-shedding.



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

PROVINCIAL OFFICE: WESTERN CAPE

BRANCH: NORTON ROSE, No 8 RIEBEECK STREET, CAPE TOWN

Tel: (021) 462 5471

Email: smatyala@justice.gov.za

P214/2023

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
CAPE TOWN 8000
2023 -11- 24
CAPE TOWN 8000
PROCUREMENT REGIONAL OFFICE

INTERNAL MEMO

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SUBJECT:	REQUEST FOR DEVIATION TO APPOINT A STRUCTURAL ENGINEER TO CONFIRM THE INTEGRITY OF THE ROOFS FOR THE THREE (3) IDENTIFIED PILOT SITES IN THE WESTERN CAPE.
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2.3 Such a back-up would then allow the critical infrastructure of the courts, viz. the CRT machines, court and cell lights and desktop PCs to operate during load - shedding. The lack of back-up power supply is having a critical effect on the court roll, and by extension, the administration of justice services to needy communities

2.4 During discussions, it was decided that the three identified magistrate's courts namely Somerset West, Simons Town and Kuilsriver would serve as pilot sites for the current financial year.

3. BACKGROUND

3.1 During site visits with the Department of Public Works & Infrastructure (DPW&I) the DOJ&CD was informed that the roof structure should first be evaluated by a qualified structural engineer before any solar panel installation takes place.

3.2 Such an evaluation would confirm the structural integrity of the roofs for the 3 pilot sites identified for the installation of the solar panels. The structural engineer that is appointed will check the performance of the solar panels, identify potential hazards and risks, assess the quality and suitability of any existing roofing materials, provide recommendations, prepare structural integrity reports, designs and drawings, make calculations about loads and stresses, provide technical advice & obtain planning or building regulations approvals from the municipality.

3.3 Furthermore, DPW& I has indicated that if the structural engineer's report reveals any deficiency in the roof structure, DPW& I will attend to the rectification work via their facilities management unit.

4. MOTIVATION FOR COURSE OF ACTION

4.1 Before any solar panels are installed at the three identified sites, a diligence exercise, ie. the assessment of the roof structure by a qualified structural engineer, has to be carried out.

4.2 Such an evaluation would identify any deficiencies, would could be rectified before the solar panel installation, and thus prevent any future adverse events.

SUBJECT:	REQUEST FOR DEVIATION TO APPOINT A STRUCTURAL ENGINEER TO CONFIRM THE INTEGRITY OF THE ROOFS FOR THE THREE (3) IDENTIFIED PILOT SITES IN THE WESTERN CAPE.
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5. FINANCIAL IMPLICATIONS

5.1 Five (5) service providers were approached to provide quotations, viz:

- FBC Engineering
- Hendhan Engineering
- Poise Consulting
- E2C Engineering
- Tech Engineering (PTY) Ltd

5.2 Out of the abovementioned five service providers, only one (1) service provider attended the site meeting (see register attached), and hence only one quotation has been received as follows:

DATE	NAME OF THE SUPPLIER	COST
2 November 2023	TECHI ENGINEERS (PTY) LTD	R 181 297, 50

5.3 Funds can be sourced from the monies allocated to the facilities management budget at DOJ & CD national office.

5.4 Furthermore, since five service providers were approached, and only one responded, and considering the urgency of the matter, since the installation of the solar panels are dependant of an engineer's evaluation report and any remedial work by DPW&I, it is requested that the single quotation received be approved, as a deviation from receiving multiple comparative quotations

PAJA

5.5 All the requirements for taking a lawful, reasonable and procedurally fair administrative action have been complied with and no grounds exist for the review of the action.

SUBJECT:	REQUEST FOR DEVIATION TO APPOINT A STRUCTURAL ENGINEER TO CONFIRM THE INTEGRITY OF THE ROOFS FOR THE THREE (3) IDENTIFIED PILOT SITES IN THE WESTERN CAPE.
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6. RECOMMENDATION

6.1 In view of the above it is recommended that, the Director Finance approves the single quotation received from **Techi Engineers (PTY) Ltd** for the amount of **R 181 297, 50**. The quote to confirm the structural integrity of the roofs, check the performance of the solar panels, identify potential hazards and risks, assess the quality and suitability of any existing roofing materials, provide recommendations, prepare structural integrity reports, designs and drawings, make calculations about loads and stresses, provide technical advice & obtain planning or building regulations approvals from the municipality for the 3 identified pilot sites in the Western Cape. Deviation approval as only one (1) supplier responded to the RFQ.

Ms P. BARNES
DEPUTY DIRECTOR: FACILITIES MANAGEMENT
DATE: 14 Nov. 23

RECOMMENDED / NOT RECOMMENDED **NOTED**

COMMENTS: Refer to DPWT letter dated 13 Nov 2023 from Mr. Chigwe - granting user dept power and rights to procure specialised services such as this current request. Only 1 service provider replied on the RFQ. This should be the request for

MS N BEKWA
DIRECTOR: JUSTICE OPERATIONS AND FACILITIES MANAGEMENT: WC
DATE:

alway

SUBJECT:	REQUEST FOR DEVIATION TO APPOINT A STRUCTURAL ENGINEER TO CONFIRM THE INTEGRITY OF THE ROOFS FOR THE THREE (3) IDENTIFIED PILOT SITES IN THE WESTERN CAPE.
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Recommendation in paragraph 6
☒ **APPROVED** ☐ **NOT APPROVED**

COMMENTS:



Mr J. Olie
MS M. ZIETSMAN

Acting **DIRECTOR: FINANCE: WC**
DATE: 2023/12/04

Matyala Sonwabile

From: Barnes Priscilla
Sent: Monday, 13 November 2023 12:46
To: Chetty Clive; Matyala Sonwabile
Cc: Bekwa Noluvuyo; Zietsman Marietjie
Subject: REQUEST FOR DPWI APPROVAL - INSTALLATION OF SOLAR ENERGY AND BACK UP SYSTEM (SIMONSTOWN, KUILSRIVER AND SOMERSET MC)

Colleagues

Please include this email in the procurement pack for the structural engineer.

From: Sazi.Gugushe@dpw.gov.za <Sazi.Gugushe@dpw.gov.za>
Sent: Monday, 13 November 2023 12:16
To: Barnes Priscilla <PBarnes@justice.gov.za>
Cc: Thembeke.Kolele@dpw.gov.za; Ayanda.Lusaseni@dpw.gov.za; Phucuka.Penxa@dpw.gov.za; Oliver.Chimusoro@dpw.gov.za; Isaacs Rodney <Rolsaacs@justice.gov.za>; Patrick.Phaswana@dpw.gov.za
Subject: RE: EXTERNALFW: REQUEST FOR DPWI APPROVAL - INSTALLATION OF SOLAR ENERGY AND BACK UP SYSTEM (SIMONSTOWN, KUILSRIVER AND SOMERSET MC)

Good day Ms Barnes.

As per our telephone discussion, let me respond to your below yellow highlighted request. Your project (DoJ) is a minor project below R1 million and it is done by the User Department through your own procurement process. Where certain specialized expertise is requires, the User Department can procure services of such and this includes the drive that DoJ & CS is putting Rooftops Solar PV.

Meaning a structural engineer has to be included from your budget.

DPWI supports the Client through co-project management with the specialized Renewable Energy expertise available from DPWI Head Office and the DPWI region as we currently doing.

Regards

Sazi Gugushe

Project Co-ordinator: Efficiency Projects Water & Energy (DPWI)

Tell: 021 402 2302

Cell: 071 362 1744

Fax: 086 279 3841

Website: www.publicworks.gov.za

E-MAIL: Sazi.gugushe@dpw.gov.za

Private Bag X9027, Cape Town, 8000

Address: Department of Public Works Customs Building, Heerengracht Street



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

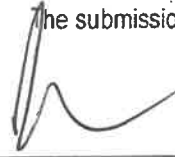


PAJA Checklist

Include in the submission a paragraph under the heading **PAJA COMPLIANCE**:

"All the requirements for taking a lawful, reasonable and procedurally fair administrative action have been complied with and no grounds exist for the review of the action."

- | | | | |
|-----|--|---|-----------------------------|
| A | There is an empowering provision authorizing the decision. | ☒ Yes | ☐ No |
| B | The decision will achieve the objective/purpose of the empowering provision. | ☒ Yes | ☐ No |
| C | The person requested to make the decision is authorized to do so by: | ☒ Yes | ☐ No |
| (a) | an empowering provision; or | | |
| (b) | a valid written delegation of power. | | |
| D | The following is applicable: | ☒ Yes | ☐ No |
| (a) | there has been compliance with all the procedures in the empowering provision and relevant prescripts and time frames ; or | | |
| (b) | the empowering provision allows for a deviation from procedure or time frames and such deviation is in these circumstances fair and justified. | | |
| E | All conditions contained in the empowering provision have been met. | ☒ Yes | ☐ No |
| F | The information considered is relevant and correct. | ☒ Yes | ☐ No |
| G | In the event that the decision adversely affects an individual(s), provision is made for the individual(s) to be notified of the decision. | ☐ Yes N/A | ☐ No |
| H | The notice referred to in paragraph G informs the affected individual(s) of their right to appeal or review the decision, as well as their right to request written reasons. | ☐ Yes N/A | ☐ No |
| I | The submission contains all the information mentioned in paragraphs A to H. | ☒ Yes | ☐ No |


Signature of Recommending Official

Date: 23 Nov. 23

I hereby confirm that the decision taken is justifiable based on the information provided.


Signature of Delegated Official

Date:

2023/12/09



the doj cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: WESTERN CAPE

Private Bag X 9171, CAPE TOWN, 8000 • Norton Rose House, 8 Riebeeck Road, CAPE TOWN
Tel (043) 021 462 5471

Reference : S/A12228389
Enq. : Ms M Zietsman
E-mail : mzietsman@justice.gov.za

22 November 2023

Mr. Jan Olie
C/o Regional Office
Private Bag X9171
CAPE TOWN
8000

ACTING APPOINTMENT IN TERMS OF SECTION 32 OF THE PUBLIC SERVICE ACT

In terms of Section 32(2)b of the Public Service Act, 1994, you are hereby appointed to execute the duties of the **Director Finance at the Provincial Office Cape Town**, from **22 November 2023 to 14 December 2023**, with no remuneration.

Yours faithfully

MS. M. ZIETSMAN
DIRECTOR FINANCE
WESTERN CAPE
DATE : 22 NOVEMBER 2023

I, Jan Olie, hereby accept the appointment as indicated above

Signature of employee

2023/11/22
Date

TECHI ENGINEERS PTY LTD

Plot 8 Dann Road
Aston Manor
Kempton Park
1619

Cell: +27 83 4801305

VAT REG. No. 4610274559

REGISTRATION No. 2012/052091/07



QUOTATION

Customer Name: Cape Town Reginal Office of Department of Justice and Constitutional Development

DATE

02 November 2023

Our Contact: Muchatyiwa

Contact No. +27 83 480 1305

Project : Structural Assessment of the Roof

	DESCRIPTION	hours	Rate	TOTAL AMOUNT CLAIMABLE
1	Assessment	24	1 750,00	R 42 000,00
2	Condition report	16	1 750,00	R 28 000,00
3	Design and Drawings	32	1 750,00	R 56 000,00
4	Collating available information	8	1 750,00	R 14 000,00
5	Obtaining approvals	16	1 750,00	R 28 000,00
6	Presentation	8	1 750,00	R 14 000,00
	SubTotal 1			R 182 000,00
	Discount	25%		R 45 500,00
	SubTotal 2			R 136 500,00
	Additional Services			
	Disbursements	R 182 000,00	7,5%	R 13 650,00
	Travelling	1500	5,00	R 7 500,00
	Subtotal			R 157 650,00
	Grand Total(VAT EXCL)			R 157 650,00
	VAT 15%			R 23 647,50
	Grand Total(VAT INCL)			R 181 297,50

VALIDITY
PERIOD

90 DAYS

Travelling will only be paid one way

Prepared by: Ambrosia V. Mhindurwa

Signature:

