

INTERNAL MEMO

To: Chief Financial Officer
CC: Director: SCM & Asset Management
From: Asset Management
Date: 31 March 2026

MOTIVATION FOR SINGLE-SOURCE PROCUREMENT: THE APPOINTMENT OF SYNERGY EVOLUTION (PTY) LTD FOR FAIR VALUATION OF SANBI JOURNALS AND LIBRARY BOOKS

PURPOSE

The purpose of this submission is to request approval for single-source procurement for the appointment of Synergy Evolution (Pty) Ltd for the fair valuation of SANBI journals and library books.

1. BACKGROUND

Asset management has consistently proved to be one of the major contributors to disclaimers, adverse opinions, and qualified audits for most of the public entities. It is important that SANBI maintain a complete and accurate database of all assets under its custodianship. SANBI maintains a collection of library books and journals at the Mary Gunn Library, Harry Molteno Library, and various resource centres across SANBI Gardens. Some of these library books and journals do not have financial value.

2. MOTIVATION

To achieve full compliance with GRAP standards, SANBI must conduct a fair valuation process to assign financial values to all library books and journals. Synergy Evolution (Pty) Ltd provided assistance to SANBI with the fair valuation and accounting of library books in the 2025 financial year, and their methodology was audited and accepted by auditors in previous financial years audit.

Synergy Evolution (Pty) Ltd also provided support in the review and engagement with the auditors which assisted SANBI to effectively manage the audit process without any material findings.

For continuation, it is requested that Synergy Evolution (Pty) Ltd assist with the valuation again, applying a similar process that was audited and accepted last year, for

the benefit of the 2026 financial year upcoming audit. Moreover, Synergy Evolution (Pty) Ltd is familiar with SANBI's library book collection and possesses institutional knowledge on the management of SANBI's fixed assets, including the capturing, valuation, and accounting of library books and journals.

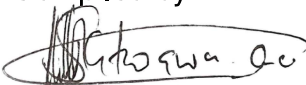
3. FINANCIAL IMPLICATIONS

The cost of the fair valuation of SANBI journals and library books is estimated to be R823 875.00. The budget will be covered through the project cost centre code AFIN/SCM0.

4. RECOMMENDATION

It is recommended that approval be granted for the appointment of Synergy Evolution (Pty) Ltd for the fair valuation of SANBI journals and library books.

Compiled by:



Lufuno Rathogwa

Assistant Manager: Asset Management

Date: 16/04/2026

Supported / Not Supported Signed:  Manager: Supply Chain Management Zuziwe Cele Date: 17/04/2026	Supported / Not Supported Signed:  Senior Manager: Supply Chain & Assets Management Kgabo Moloto Date: 17 April 2026
Supported / Not Supported Signed:  General Manager: Prof Ramagwai Sebola Date: 20/04/2026	Approved / Not Approved Signed:  Chief Financial Officer Maphefo Sedite Date: 20 April 2026 SP to be requested to also assist in providing an audit ready and compliant asset register for the entire population.