

D/Sm 4/24



MEMORANDUM

Directorate: Planning and Economic Development

CHECK BEFORE SUBMISSION	YES	NO
REGISTERED ON CSD DATABASE		
LETTER - SOLE SUPPLIER if applicable.		
QUOTE/INVOICE ATTACHED		
BUDGET (SAMRAS)		
CASHFLOW		
SIGNATURES		

To Aan: MUNICIPAL MANAGER
 From Van: ANTHONY BARNES
 Job Title: DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
 Date Datum: 19 September 2023
 Re Insake: DEVIATION: Permission to incur cost for the BDM Conference (National Regulator Awareness Program) to be hosted on 21-22 September 2023.

1. PURPOSE

To obtain approval in terms of Supply Chain Management Policy, to deviate from the official procurement process in terms of section 36 of the approved SCM Policy

REASON FOR DEVIATION: (Mark with x where applicable)		
1.	Emergency. "Emergency dispensation" means emergency as referred to in paragraph 36(1)(a)(i) of this policy under which one or more of the following is in existence that warrants an emergency dispensation;	
	a The possibility of human injury or death;	
	b The prevalence of human suffering or deprivation of rights;	
	c The possibility of damage to property, or suffering and death of livestock and animals;	
	d The interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole;	
	e The possibility of serious damage occurring to the natural environment;	
	f The possibility that failure to take necessary action may result in the municipality not being able to render an essential community service;	
	g The possibility that the security of the state could be compromised; or	
	h The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal procurement process. Emergency dispensation shall not be granted in respect of circumstances other than those contemplated above.	
2.	Goods or services are produced or available from a single provider	
3.	Acquisition of special works of art or historical objects where specifications are difficult to compile.	
4.	Acquisition of animals for zoos and /or nature and game reserves	
5.	Exceptional case and it is impractical or impossible to follow the official procurement processes	x

Deviation: BDM Conference (National Regulator Awareness Program) to be hosted on 21-22 September 2023
 2023/2024

2. SUBSTANTIATE WHY SCM PROCESS COULD NOT BE FOLLOWED (TO BE REPORT TO COUNCIL)

It would practically not be in the interest of the Municipality to go out for formal quotations due to the following reasons:

- It would cost the Municipality more should an initial procurement process be followed.
- It would be the most cost effective and time effective solution for council.
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3. BACKGROUND

The Manager Building Development Management approached the National Regulator for Compulsory Specifications (NRCS), in attempt to address BDM Stellenbosch Role Clarifications to the NBR Act.

The National Regulator responded with a letter requesting Stellenbosch Municipality to host the NBR Awareness program. NRCS requested the Municipality to extend invitations to all our stakeholders, and all the other surrounding Municipalities.

Invitations communicated to stakeholders and Municipalities confirm attendance from WCG: DEADP and five (5) local Municipalities. The NRCS and stakeholders will cover their own travel, and accommodation costs.

As part of Stellenbosch BDM 100Day Turnaround Action Plan, the conference ensures a collaborative and consultative forum to address the functions of Building Development Management in terms of the NBR Act (103 of 1977). By hosting the event, the objective is for better understanding and motivation with regards to building plan applications and development processes within the municipal area of Stellenbosch.

The BDM Conference (NRCS Awareness Program) will take place on 21 and 22 September 2023 from 08:00 – 13:00 – venue to be confirmed. 100 delegates confirmed – resulting in 50 people per day.

4. DISCUSSION

The available Municipal venues were considered and inspected and does not meet the criteria to successfully host the BDM Conference. Approval was obtained from the Municipal Manager and CFO for permission to incur cost in terms of request that approval be granted for costs to be incurred for our first BDM Conference i.r.o. food, refreshments, and venue hire.

The Department contacted in total Fifty-Eight (58) venues within the Municipal jurisdiction. The bulk of the venues are fully booked, with others not able to accommodate fifty people at.

5. FINANCIAL IMPLICATIONS

It is estimated that cost implication for the event as per the quote received is R95 180,00.

6. RECOMMENDATION

It is recommended that:

ASARA Wine Estate & Hotels quote be accepted.

7. VALUE FOR MONEY (OTHER RATES/VALUES)

It will be value for money as it would cost the Municipality more should the Stellenbosch Municipality go through a tender process. This is a Building Development Management Initiative, and part of our 100 day action plan strategy and it will assist improved service delivery and Top Layer KPI in the Building Plan application process.

8. IT IS RECOMMENDED THAT:

The Municipal Manager approve the deviation from the official procurement process, to host the event for better understanding and motivation with regards to building plan applications and development processes within the municipal area of Stellenbosch.



Liezel Poulton
Manager: Building Development Management

Date: 19.09.2023



Anthony Barnes
Director: Planning and Economic Development

Date: 19/9/2023

7. SUPPLY CHAIN MANAGEMENT COMMENTS:

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8. APPROVAL:

REQUEST SUPPORTED / NOT SUPPORTED BY THE STELLENBOSCH MUNICIPAL BID ADJUDICATION COMMITTEE		
Name	Signature	Date

Comments: *Supported, deviate from official procurement process given the time constraints to procure a venue and related services*

CHAIRPERSON..... *[Signature]* DATE *19/09/2023*

RECOMMENDATION FROM BID ADJUDICATION COMMITTEE APPROVED BY THE ACCOUNTING OFFICER

Comments: *Approved*

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ACCOUNTING OFFICER..... *[Signature]* DATE *19/09/2023*