



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEMAND MANAGEMENT CHECKLIST FOR IT TRANSACTIONS

|                             |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------|
| REQUESTING<br>OFFICE/REGION | DIRECTORATE: HUMAN RESOURCES MANAGEMENT                                                             |
| PROJECT DESCRIPTION         | PROCUREMENT OF AN ELECTRONIC FILING SYSTEMS FOR THE<br>HUMAN RESOURCES MANAGEMENT CHIEF DIRECTORATE |

|                                                                                                                                                                                                                                  | DOCUMENTS TO<br>VERIFY                  | IS THE DOCUMENT<br>ATTACHED<br>(YES/NO) | COMMENTS IF<br>DOCUMENT IS NOT<br>ATTACHED |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|--------------------------------------------|
| <b>DEMAND MANAGEMENT</b>                                                                                                                                                                                                         |                                         |                                         |                                            |
| Is the Submission/ Request signed by<br>delegated authority                                                                                                                                                                      | Copy of a Submission<br>request         | YES                                     |                                            |
| Is the tasking letter attached?                                                                                                                                                                                                  | Copy of tasking letter                  | Yes                                     |                                            |
| Is the requirement planned for in the Demand<br>Management Plan                                                                                                                                                                  | Copy of Attached DMP to<br>be submitted | Yes                                     |                                            |
| Is specification/ ToR attached?                                                                                                                                                                                                  | Copy of specification/<br>ToR           | Yes                                     |                                            |
| Is the recommendation by SITA submitted for<br>third party appointment signed and still valid?                                                                                                                                   | SITA signed<br>recommendation           | Yes                                     |                                            |
| Is the End user recommendation submitted<br>and signed by the relevant delegated<br>authority?                                                                                                                                   | End User support<br>recommendation      | Yes                                     |                                            |
| Based on the tasking letter submitted to SITA for the provision of the services, SITA has submitted a recommendation for approval by the Accounting Officer. The third party approval is subject to final departmental approval. |                                         |                                         |                                            |

Above information is included in the file and has been verified.

Compiled by: Surname: Gustavis Makoloi

Signature:

Date: 12 June 2026