



Office of Health Standards Compliance
Ensuring quality and safety in health care

REQUISITION FORM FOR GOODS OR SERVICES
THIS FORM MUST BE COMPLETED IN FULL

TO: SUPPLY CHAIN MANAGEMENT

DIVISION	Corporate Services		
Description of goods or services	Furniture, assets and other equipment		
Estimated Total Costs:	+- R350 000		
Indicative Amounts		Tick Row	
>R0 – 2 000	At least one quote or petty cash		
>R2 000 – 10 000	At least 3 written quotations		
>R10 000 – 1 000 000	At least 3 written quotations	X	
>R1 000 000	Open bid Tender		
Motivation: for procurement PLEASE NOTE: • <u>A memorandum may be attached if space is limited or if required</u>	Office relocating office space, moving furniture, assets and other equipment from Arcadia-old building to the new offices in Centurion Ecoglade 1 and taking others items to a storage facility in Centurion.		

It is hereby certified that the purchase/service requested results from essential official activities in the interests of OHSC, and that sufficient provision for the above purchase/services was made in the budget. It is also certified that sufficient funds are still available to cover the above expense.

Requested by

NAME

Date:

Executive Manager (up to R150 000.00)

NAME

Date:

Chief Operations Officer (up to R1 100 000.00)

NAME

Date:

Director (up to R50 000.00)

NAME

Date:

Chief Financial Officer (up to R650 000.00)

NAME

Date:

Chief Executive Officer (up to R2 700 000.00)

NAME

Date:



MEMORANDUM

TO: DR. SIPHIWE MNDAWENI
CHIEF EXECUTIVE OFFICER

DATE: 19 JUNE 2025

FROM: MR TSOKODI NTSOANE
EXECUTIVE MANAGER: CORPORATE SERVICES

SUBJECT: REQUEST FOR APPROVAL TO SOURCE QUOTATIONS FOR
STORAGE FACILITY TO STORE USABLE EXCESS FURNITURE AND
UNUSABLE FURNITURE AND ASSETS FOR LATER AUCTIONING,
DISPOSAL AND/OR DONATION TO WORTHY CAUSE

1. PURPOSE

1.1 The purpose of the memo is to request the CEO to approve sourcing of quotations for all usable-excess furniture, and unusable furniture and assets for later auctioning, disposal and/or donation to worthy cause.

2. BACKGROUND AND DISCUSSION

2.1 The OHSC as a National Health Regulator is moving its offices from Arcadia-Prinshof to Ecoglade 1 in Centurion effective from 01 August 2025. The furniture and assets must be moved out of the current OHSC offices and have been classified into four (4) groups as follows:

REQUEST FOR APPROVAL TO SOURCE QUOTATIONS FOR STORAGE FACILITY TO STORE USABLE EXCESS FURNITURE AND UNUSABLE FURNITURE AND ASSETS FOR LATER AUCTIONING, DISPOSAL AND/OR DONATION TO WORTHY CAUSE

Group 1 – current furniture and equipment being used in open and closed offices.

Group 2 – usable furniture and equipment to be used by newly appointed employees.

Group 3 – Usable but excess furniture to be auctioned later to recoup some money.

Group 4 – Unusable furniture and equipment which may be donated and/or disposed off.

2.2 The projects team has identified that the usable excess and unusable furniture and assets (**group 3-4**) would have no space for storage at the new building hence it is herein recommended that procurement of a storage facility be done for a period of three (3) months to accommodate the disposal, donation and auction processes to be done by Finance and Supply Chain Management Unit.

2.3 This means all the furniture and assets currently being used by employees and those to be used by future employees (**group 1-2**), will be transported straight to the new building. This will ensure that no OHSC furniture or assets remain in the current building by 31 July 2025.

2.4 The project team is currently dealing with identifying the furniture and assets in terms of the groups alluded above to ensure easy identification during the inventory by the approved truck rental company.

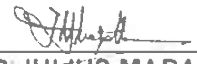
3. FINANCIAL IMPLICATIONS

3.1 The financial implications inclusive of transportation and three (3) months storage are estimated to be +- R500 000.

REQUEST FOR APPROVAL TO SOURCE QUOTATIONS FOR STORAGE FACILITY
TO STORE USABLE EXCESS FURNITURE AND UNUSABLE FURNITURE AND
ASSETS FOR LATER AUCTIONING, DISPOSAL AND/OR DONATION TO WORTHY
CAUSE

4. RECOMMENDATION/S

4.1 It is recommended that the CEO approves sourcing of quotations for all usable-
excess furniture, and unusable furniture and assets for later auctioning, disposal
and/or donation to worthy cause.

COMPILED BY:  MR ISAAC ZULU DEPUTY DIRECTOR: LABOUR RELATIONS AND STAKEHOLDERS MANAGEMENT DATE: 19/06/2025	RECOMMENDED /NOT RECOMMENDED:  MS ALICE NGWENYA DEPUTY DIRECTOR: FACILITY MANAGEMENT DATE: 19/06/2025
RECOMMENDED /NOT RECOMMENDED:  MR PHILLIP MOHOLOLA DIRECTOR: HUMAN RESOURCES DATE: 19/06/2025	SUPPORTED /NOT SUPPORTED BY:  MR TSOKODI NTSOANE EXECUTIVE MANAGER: CORPORATE SERVICES DATE: 19/06/2025
SUPPORTED /NOT SUPPORTED BY:  MR JULIUS MAPATHA CHIEF FINANCIAL OFFICER DATE: 19/06/2025	SUPPORTED /NOT SUPPORTED BY:  DR. MATHABO MATHEBULA CHIEF OPERATIONS OFFICER DATE: 20/06/2025
APPROVED /NOT APPROVED BY:  DR. SIPHIWE MNDAWENI CHIEF EXECUTIVE OFFICER DATE: 20/06/2025 approval with ① to ④ acknowledged ① Storage of R20 000 for 3 months is grossly excessive. ② Approval is for emergency storage which will not be more than R100 000 for 3 months. ③ Approval granted for only 3 months storage to allow disposal of unused furniture. ④ The disposal plan should be started now.	

Dear Mr. Ntsoane and
Mr. Mapatha

The four ① to ④ points
on storage approval to be
strictly adhered to



SPECIFICATION FOR TRANSPORTATION AND STORAGE FOR FURNITURE, ASSETS AND OTHER EQUIPMENT MOVING FROM OHSC ARCADIA OFFICE TO A NEW OFFICE AND SOME TO STORAGE FACILITY IN CENTURION

1. TRANSPORTATION

- 1.1 Quotations are herewith invited for truck hire removal transportation of the furniture, equipment and other relevant office items, from OHSC Building at 79 Steve Biko Road to new offices at Eco-Glades 1 and some to service provider's own storage facility in Centurion.
- 1.2 The list of furniture and assets to take to the new offices is as per **Annexure "A"**.
- 1.3 The following will be required from a service provider and must be quoted
 - 1.3.1 **compulsory site inspection on 25 June 2025 at 10h00**, to observe all items that must be transported, at 79 Steve Biko Road c/o Soutpansberg Road, Arcadia, Pretoria, 0007. (next to Department of Environmental Affairs or Department of Agriculture)
 - 1.3.2 disassemble identified open plan furniture then transport all such items to new offices in Centurion or storage facility.
 - 1.3.3 packing and off-loading the furniture and equipment, including other necessary items into the truck and into relevant and specific offices and some to the storage facility; and
 - 1.3.4 provide in-transit insurance for all the furniture, equipment and assets being transported.

2. STORAGE

- 2.1 service provider must have storage at Centurion to keep all items not going to the new offices;
- 2.2 must conduct the inventory of all furniture, assets and other equipment; and
- 2.3 The storage must be for a period of three (3) months.

3. The Service Provider must provide the following:

- 3.1.1 The company profile demonstrating that the company has been in similar business for a minimum of three (3) years.
- 3.1.2 Tax clearance and BBBEE certificate
- 3.1.3 Driver/s with minimum experience of 3 years in a similar job.
- 3.1.4 Proof of goods in-transit insurance with a reputable insurance company or service provider; and
- 3.1.5 At least 3 contactable references where similar assignments were performed.

Compiled by: 
Mr Tsokodi Ntsoane
Executive Manager: Corporate Services
Date: 20 June 2025

2025 -06- 17

OFFICE OF THE CEO

79 STEVE BIKO ROAD,
PRINSHOF, PRETORIA, 0001



Office of Health Standards Compliance
Ensuring quality and safety in health care

MEMORANDUM

TO: DR. SIPHIWE MNDAWENI
CHIEF EXECUTIVE OFFICER

DATE: 10 JUNE 2025

FROM: MR TSOKODI NTSOANE
EXECUTIVE MANAGER: CORPORATE SERVICES

SUBJECT: TO REQUEST THE CEO TO APPROVE THE SOURCING OF TRUCK HIRE REMOVAL AND MANPOWER SUPPORT TO MOVE THE ASSETS FROM OHSC BUILDING TO THE NEW OFFICES IN CENTURION ECO-GLADE 1.

1. PURPOSE

- 1.1 To request the CEO to approve the sourcing of truck hire removal and manpower support to move the assets from OHSC building to the new offices in Centurion Eco-Glade 1.

2. BACKGROUND AND DISCUSSION

- 2.1 The OHSC is Public Entity and a Health Sector Regulator established in terms of National Health Amendment Act 12 of 2003. will be moving the Office from Pretoria City Centre to Centurion Eco-park effective from 1 August 2025.
- 2.2 The Office is currently leasing the premises from Dipula Properties in Arcadia Prinsdorf, Pretoria, and the extended lease agreement is expiring on 31 July 2025.

TO REQUEST THE CEO TO APPROVE SOURCING OF TRUCK HIRE REMOVAL AND MANPOWER SUPPORT TO MOVE THE ASSETS FROM OHSC BUILDING TO NEW OFFICES IN CENTURION ECO-GLADE 1.

2.3 The furniture to be moved are as per list attached as **Annexure "A"**.

2.4 The Facility Manager has confirmed the inventory lists as attached and she is currently consolidating office per office inventory furniture to ease the move.

2.5 The truck hire company will have the following deliverables

- Do the inventory of furniture and other items;
- packing all furniture and other necessary items into the truck;
- provide in-transit insurance for all the assets being moved; and
- off-loading of all furniture including other items into the relevant; and specific offices.

2.6 Although the OHSC assets are insured, to move them from one area to another would require a separate insurance to cover all assets and must be provided by the appointed truck removal company.

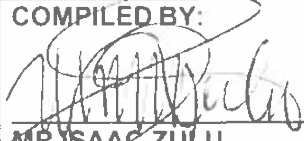
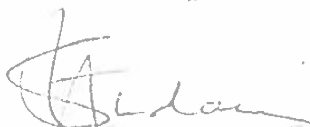
3. FINANCIAL IMPLICATIONS

3.1 The financial implication for the truck hire and manpower support is estimated to be +- 250 000.

4. RECOMMENDATION/S

4.1 It is recommended that the CEO approves the sourcing of truck hire removal and manpower support to move the assets from OHSC Building to the new offices in Centurion Eco-glade 1.

TO REQUEST THE CEO TO APPROVE THE SOURCING OF TRUCK HIRE
REMOVAL AND MANPOWER SUPPORT TO MOVE THE ASSETS FROM OHSC
BUILDING TO THE NEW OFFICES IN CENTURION ECO-GLADE 1.

COMPILED BY:  MR ISAAC ZULU DEPUTY DIRECTOR: LABOUR RELATIONS DATE: 10/06/2025	RECOMMENDED/NOT RECOMMENDED BY:  MS ALICE NGWENYA DEPUTY DIRECTOR: FACILITY MANAGEMENT DATE: 10/06/2025
RECOMMENDED/ NOT RECOMMENDED BY:  MR PHILLIP MOHOLOLA DIRECTOR: HUMAN RESOURCES DATE: 10/06/2025	SUPPORTED/NOT SUPPORTED BY:  MR TSOKODI NTSOANE EXECUTIVE MANAGER: CORPORATE SERVICES DATE: 11/06/2025 <i>Related submission specification will be developed.</i>
SUPPORTED/NOT SUPPORTED BY:  MR LEHASA MOLOI ACTING CHIEF FINANCIAL OFFICER DATE: 11/06/2025	SUPPORTED/NOT SUPPORTED BY:  DR. MATHABO MATHEBULA CHIEF OPERATIONS OFFICER DATE: 12/06/2025
APPROVED/ NOT APPROVED BY:  DR. SIPHIWE MNDAWENI CHIEF EXECUTIVE OFFICER DATE: 17/06/2025	