

Internal Memorandum

Approval to award where the RFQ process (below R1million) did not result in the obtaining of a minimum of three (3) written quotations

TO	Manager P2P: Mooshe Nkuna	COST CENTRE NUMBER(s)	200031
FROM	Ledile Mokgalapa	RFQ REFERENCE	6000029458/6-28993/29182
CELL NUMBER	082 375 3928	DATE	17 July 2025
REQUESTING DIVISION	SATT Centralised Training		
CHIEF OFFICER OF DIVISION	Maropeng Phineas Sebothon		
SUBJECT	Approval where the RFQ process did not result in the obtaining of a minimum of three (3) written quotes		
NAME OF SUPPLIER	UNIVERSITY OF PRETORIA		
DESCRIPTION OF SERVICE	Legal Design Thinking Training		
AMOUNT REQUESTED	R 149500.00VAT inclusive		

CHECKLIST FOR APPROVAL					
Tick (X) the applicable box:		N/A	Yes	No	Comments
1.	RFP Overview				
1.1	The Specification submitted to market was such that all suppliers approached could provide the service.		X		
	A minimum of three (3) vendors must have been approached via the formal RFQ process to provide quotations		X		
	The RFQ must have been advertised in the market for a minimum number of Three (3) days		X		
	The RFQ was further extended		X		The RFx was published three times
	The vendors approached must be legitimate vendors for providing the required goods and /or services.		X		
	The vendor that submitted a quotation is registered on CSD.		X		

Internal Memorandum

1. BACKGROUND

#	Details	Comments
1	Date RFQ Published to market	21 May 2025
2	Number of Days in Market	6 Days
3	Date when RFQ was further extended	24 June 2025
4	Date and Time RFQ closed	30 June 2025
5	Number of Suppliers engaged to provide a quotation	12 Service providers
6	Number of bids received on the closing day (Aligned to the OPE register)	2 responds

2. SUPPLIER SELECTION WHEN ENGAGING MARKERT

#	Details	Comments
1	Details of how suppliers were selected: - Business unit recommendation - Procurement Selection via CSD	Procurement via CSD
2	Was Technical Evaluation Conducted (If applicable, please elaborate on scores obtained)	No technical evaluation was conducted.

3. PROCUREMENT PROCESS

The following (12) service providers were invited for the submission of quotations, (the invitation list is attached):

No	List of Bidders Invited
1	PINK ELEPHANT SA
2	CTU TRAINING SOLUTIONS
3	LEARNFAST TRAINING SOLUTIONS PTY LTD
4	UNIVERSITY OF WITWATERSRAND
5	ENTERPRISES UNIVERSITY OF PRETORIA PTY
6	FOSTERMELLIAR PTY LTD

Internal Memorandum

7	UNISA
8	University of Cape Town Graduate School
9	STADIO
10	IMPACTFUL SPECIALIST SOLUTIONS
11	LEGALLY LAW
12	IMSIMBI TRAINING

On the closing dates for RFQ, the results were as follows:

One (2) service provider submitted the quotations namely.

No	List of Bidders Received
1	UNIVERSITY OF PRETORIA -
2	LEGALLY LAW

Confirmation is given here that the above is legitimate and technically competent supplier that can or might be able to supply the specific goods / services / work to be performed as per the specifications.

4. LEGISLATION

The process as per National Treasury Instruction No. 02 Of 2021/22 states that:

At least three (3) written price quotations must be obtained from three (3) different suppliers registered on the CSD.

- a) *If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes.*
- b) *Accounting officers / authorities must ensure that the prices received are market related and where they are not, negotiations have been entered into in line with the Regulations.*

5. FINANCIAL IMPLICATION

Budget Value	R30000.00
Recommended bidders' quotation	R149500.00

6. RECOMMENDATION

Internal Memorandum

It is recommended that approval for the transaction where the Request for Quotations process did not result in the obtaining of a minimum of three written quotations.

The process as per National Treasury National Treasury Instruction No. 02 Of 2021/22 has been followed and in line with approved procurement Delegation of Authority.

7. DECLARATION OF INTEREST

By signing this document, you hereby certify that you have at all relevant times acted within the ambit of the Public Finance Management Act (No. 1 of 1999) and the Treasury Regulations promulgated in terms of the PFMA. You hereby further certify that you are not personally related to any of the supplier(s) (if natural person(s)), or in the event of the supplier being a legal entity, you are not related to any of the director(s), shareholder(s), member(s), partner(s) or trustee(s) of the legal entity included in this request. You confirm that you were not influenced in any way by any person(s) or by any external factors. You confirm that you have at all relevant times acted in the best interest of SARS. In the event that you are related to any of the aforementioned persons, or were influenced in any manner by any person/s or external factors, please disclose such relations and/or factors, gifts, hospitality or material advantage received from the aforementioned person(s) and/or any other parties in the table below:

SARS Official Details	Name of supplier/person	Nature of Relationship / Details of Interest	Nature of benefits received
Ledile Mokgalapa	UNIVERSITY OF PRETORIA	None	None
Signature:		Date: 17/07/2025	
Olga Muronga	UNIVERSITY OF PRETORIA	None	None
Signature		Date 17.07.2025	
Mooshe Nkuna	UNIVERSITY OF PRETORIA	None	None
Signature		Date 21/07/2025	None

Internal Memorandum

8. APPROVAL

1. APPROVAL STATUS

Note to the approver:

- A minimum of five vendors must have been approached via the formal RFQ process to provide quotations*
- The RFQ must have been advertised in the market for a minimum number of 3 days*
- The vendors approached must be legitimate vendors for providing the required goods and/or services, in this instance they are from CSD.*
- The time allowed for the vendors to submit their quotes must be reasonable; and*
- In the approval, the above must be included in the motivation, and documented accordingly and filed with the purchase order documented in SAP, for audit purposes.*

NOTE: Please refer to section 07 Declaration of Interest prior to signing this document

Procurement Approval						
	Power/duty delegated	Name	Recommend	Approved	Signature	Date
1	BUYER	Ledile Mokgalapa	YES ✓			17/07/2025
			NO			
2	OPS MANAGER: PURCHASING	Olga Muronga	YES ✓		Murongato	17.07.2025
			NO			
3	Manager Sourcing/Purchasing Manager	Mooshe Nkuna		YES ✓	mmnkuna	21/07/2025
				NO		
