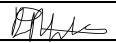
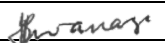


Motivation for Deviating from Three Quotation System											
Business Unit	Facilities OHS & Security										
Manager Name & Surname	BT Khonyane										
Nature of Service or Products:	Storage and moving of office furniture										
Name of Supplier	Biddulphs International										
Amount budgeted											
Please put a check next to the applicable reason for deviating from three quotation system:											
Emergency cases: An emergency procurement may occur when there is a serious and unexpected situation that poses an immediate risk to health, life, property or environment which call an institution to action and there is insufficient time to invite suppliers to submit three quotations.(Treasury Regulation 16A6.4)											
Sole Supplier: Sole source procurement may occur when there is evidence that only one supplier possesses the unique and singularly available capacity to meet the requirements of the institution. (Treasury Regulation 16A6.4).	X										
Please include a short narrative on the reason for the motivation for single sourcing:											
This request is to follow a single source procurement for the described below storage costs due to Biddulphs International. The SCM Department actioned an urgent request from Facilities and OHS Department to arrange for storage facilities for the WC Office Furniture. SCM issued the Purchase Order per the request received from the Facilities and OHS Department. The PO issued covered only the storage cost for the month of September 2024. Due to the uncertainty regarding the length of the required storage services, additional storage costs for the months of October and November 2024 have been incurred. The furniture is currently in storage at the Biddulphs storage facility. <table border="1" data-bbox="253 1373 1240 1554"> <thead> <tr> <th>Item Description</th> <th>Amount Excl. VAT</th> </tr> </thead> <tbody> <tr> <td>Storage Oct 2024</td> <td>R11,600.00</td> </tr> <tr> <td>Storage Insurance</td> <td>R2,500.00</td> </tr> <tr> <td>Storage Nov 2024</td> <td>R11,600.00</td> </tr> <tr> <td>Storage Insurance Nov 2024</td> <td>R2,500.00</td> </tr> </tbody> </table> SCM therefore advised the Facilities and OHS Department that a single source request to be drafted to cater for the payment of the services as outlined above as this cannot be paid against the currently Purchase Order (PO-20076137-1) as this will exceed the 15% variation amount. The total amount due inclusive of VAT is R32, 430.00.		Item Description	Amount Excl. VAT	Storage Oct 2024	R11,600.00	Storage Insurance	R2,500.00	Storage Nov 2024	R11,600.00	Storage Insurance Nov 2024	R2,500.00
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	30/07/2018	

APPROVAL

	Compiled by:	Budget confirmation by BU Manager	Supported by SCM Manager	Recommended by CFO	Approved by Accounting Officer
Title		Snr Manager: Facilities	Snr.Manager SCM	CFO	CEO
Name		BT Khonyane	Reuben Khunou	L.NHLAPO	Tom Mkhwanazi
Signature			<i>Reuben Khunou (Mr)</i>		
Date		21/11/2024	22/11/2024	22/11/2024	22/11/2024
Comment		Budget is available	Approved		

Document Name:	FOM SCM_004 Single Source Motivation Template_V3.0 2018/19		Next Review Date: 30/07/2019
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		30/07/2018	