

APPOINTMENT AS MEMBER OF THE BID EVALUATION COMMITTEE



From: CEO – Mr. Steven Ngubeni

To: Cindy Simons– Senior Manager Stakeholder Relations

Date: 3 August 2020

This letter of appointment is in accordance with Section 56 of the PFMA that empowers the Accounting Authority to delegate powers and duties to officials which states amongst others that all delegations of authority must be in writing specifying the specific authority and duration of such delegation. The Accounting Authority therefore delegates his powers to you to act as a member of the SCM Bid Evaluation Committee. The following is brought to your attention:

Mandate, role and function of the Bid Evaluation Committee

You shall ensure that you are aware of the mandate of the Bid Evaluation Committee and your role and responsibilities in terms of its mandate.

The main functions are to evaluate all bids received in accordance with the criteria specified in the bid documentation. Thereafter, to submit a report and recommendations regarding the award to the Bid Adjudication Committee for consideration and/or approval, all in line with the SCM policy.

A bid evaluation committee must:

- Evaluate bids in accordance with
 - the specifications for a specific procurement; and
 - the points system set out in terms of PPPFA
- Evaluate each bidder's ability to execute the contract;
- Check in respect of the recommended bidder whether Tax requirements are in order
- Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

You shall accept and abide by all necessary confidentiality requirements, report any corrupt activities appropriately and acknowledge that you understand that failure to do so is in itself an offence in terms of the Prevention and Combating of Corrupt Activities Act.

You shall declare any interests prior to, and during participation in the Bid Evaluation Committee in writing and shall recuse yourself as soon as any possible conflict of interest comes to your attention. Should you declare an interest which constitutes a conflict of interest at any stage, you must recuse yourself and may not be part of the Bid Evaluation Committee and must be replaced by a member of suitable expertise.

The chairperson and all its committee members have an obligation to be familiar with and adhere to all relevant SCM legislation, policy, guides and circulars.

Please note that the delegated powers are to be exercised in conjunction and full compliance with GGB Supply Chain Management policies, procedures and directives.

APPOINTMENT AS MEMBER OF THE BID EVALUATION COMMITTEE



You are required to accept the delegation bestowed upon you, and accepting a delegation comes with the obligation to answer for any breach of policies applicable and powers abused. This delegation of authority is valid for the following tender: **Outsourcing of internal audit function for a period of three years .**

Delegated by:

Mr. Steven Ngubeni
Chief Executive Officer

Date

04/08/2020

Accepted by:

Cindy Simons
Senior Manager Stakeholder Relations

Date

04/08/2020

APPOINTMENT AS MEMBER OF THE BID EVALUATION COMMITTEE



From: CEO – Mr. Steven Ngubeni
To: Lazarus Makube – Financial Accountant
Date: 3 August 2020

This letter of appointment is in accordance with Section 56 of the PFMA that empowers the Accounting Authority to delegate powers and duties to officials which states amongst others that all delegations of authority must be in writing specifying the specific authority and duration of such delegation. The Accounting Authority therefore delegates his powers to you to act as a member of the SCM Bid Evaluation Committee. The following is brought to your attention:

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APPOINTMENT AS MEMBER OF THE BID EVALUATION COMMITTEE



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Delegated by:

Mr. Steven Ngubeni
Chief Executive Officer

Date

04/08/2020

Accepted by:

Lazarus Makube
Financial Accountant

Date

12/08/2020

APPOINTMENT AS SECRETARY TO THE BID EVALUATION COMMITTEE



From: CEO – Mr. Steven Ngubeni

To: Clement Makhari

Date: 3 August 2020

This letter of appointment is in accordance with Section 56 of the PFMA that empowers the Accounting Authority to delegate powers and duties to officials which states amongst others that all delegations of authority must be in writing specifying the specific authority and duration of such delegation. The Accounting Authority therefore delegates his powers to you to act as secretary of the SCM Bid Evaluation Committee. The following is brought to your attention:

Mandate, role and function of the Bid Evaluation Committee

You shall ensure that you are aware of the mandate of the Bid Evaluation Committee and your role and responsibilities in terms of its mandate.

The main functions are to evaluate all bids received in accordance with the criteria specified in the bid documentation. Thereafter, to submit a report and recommendations regarding the award to the Bid Adjudication Committee for consideration and/or approval, all in line with the SCM policy.

The role of the secretariat

- Compile Bid Evaluation packs
- Deliver packs to all members
- Prepare the meeting room
- Take minutes during the meeting
- Prepare the scoring sheets and evaluation report
- Provide the required support to BEC Chairperson and the members

You shall accept and abide by all necessary confidentiality requirements, report any corrupt activities appropriately and acknowledge that you understand that failure to do so is in itself an offence in terms of the Prevention and Combating of Corrupt Activities Act.

You shall declare any interests prior to, and during participation in the Bid Evaluation Committee in writing and shall recuse yourself as soon as any possible conflict of interest comes to your attention. Should you declare an interest which constitutes a conflict of interest at any stage, you must recuse yourself and may not be part of the Bid Evaluation Committee and must be replaced by a member of suitable expertise.

The chairperson and all its committee members have an obligation to be familiar with and adhere to all relevant SCM legislation, policy, guides and circulars.

Please note that the delegated powers are to be exercised in conjunction and full compliance with GGB Supply Chain Management policies, procedures and directives.

APPOINTMENT AS SECRETARY TO THE BID EVALUATION COMMITTEE



You are required to accept the delegation bestowed upon you, and accepting a delegation comes with the obligation to answer for any breach of policies applicable and powers abused. This delegation of authority is valid for the following tender; **Outsourcing of internal audit function for a period of three years**

Delegates by:

Mr. Steven Ngubeni
Chief Executive Officer

Date:

04/08/2020

Accepted by:

Clement Makhari
SCM Specialist

Date:

05/8/2020



APPOINTMENT AS A CHAIRPERSON OF THE BID EVALUATION COMMITTEE

From : CEO – Mr. Steven Ngubeni
To : Robert Minyuku- Manager Risk
Date : 3 August 2020

This letter of appointment is in accordance with Section 56 of the PFMA that empowers the Accounting Authority to delegate powers and duties to officials which states amongst others that all delegations of authority must be in writing specifying the specific authority and duration of such delegation. The Accounting Authority therefore delegates his powers to you to act as Chairperson of the SCM Bid Evaluation Committee. The following is brought to your attention:

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The main functions are to evaluate bids received in accordance with the terms of reference specified in the bid documentation. Thereafter, to submit a recommendation to the Bid Adjudication Committee in line with the SCM policy.

The role of the chairperson

- Retains his/her rights as a member
- May adjourn the meeting
- May rule on point of order and such rulings shall be final and binding on the committee
- May withdraw proposals or other matters under discussion before it is put to the vote
- Maintain order during meeting
- Ensure that the meeting is properly constituted
- Protect the rights of every member
- Ensure that members know what to vote on
- Ensure that the one member holds the floor but encourages debate and open discussion
- Provides guidance for holding the meeting but avoid dominating proceeds in meetings
- Conduct meetings of the committee in a former manner
- Formulate clearly the decisions to be minuted and sign and approve the minutes and resolutions

You shall accept and abide by all necessary confidentiality requirements, report any corrupt activities appropriately and acknowledge that you understand that failure to do so is in itself an offence in terms of the Prevention and Combating of Corrupt Activities Act.



APPOINTMENT AS A CHAIRPERSON OF THE BID EVALUATION COMMITTEE

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Delegates by:

Mr. Steven Ngubeni
Chief Executive Officer

Date:

04/08/2020

Accepted by:

Robert Minyuku
Manager Risk Management

Date:

04/08/2020

APPOINTMENT AS MEMBER OF THE BID EVALUATION COMMITTEE



From: CEO – Mr. Steven Ngubeni
To: Banele Dlamini– Manager IT Infrastructure
Date: 3 August 2020

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Delegated by:

Mr. Steven Ngubeni
Chief Executive Officer

Date

04/08/2020

Accepted by:

Banele Dlamini
Manager IT Infrastructure

Date

03/09/2020

APPOINTMENT AS MEMBER OF THE BID EVALUATION COMMITTEE



From: CEO – Mr. Steven Ngubeni
To: Lebo Chaba– Manager Legal Services
Date: 3 August 2020

This letter of appointment is in accordance with Section 56 of the PFMA that empowers the Accounting Authority to delegate powers and duties to officials which states amongst others that all delegations of authority must be in writing specifying the specific authority and duration of such delegation. The Accounting Authority therefore delegates his powers to you to act as a member of the SCM Bid Evaluation Committee. The following is brought to your attention:

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Delegated by:

Mr. Steven Ngubeni
Chief Executive Officer

Date

04/08/2020

Accepted by:

Lebo Chaba
Manager Legal Services

Date

04/08/2020