

APPOINTMENT AS SECRETARY TO THE BID SPECIFICATION COMMITTEE



From: CEO – Mr. Steven Ngubeni

To: Brian Makwela- SCM Buyer

Date: 18 July 2019

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 Specification Committee. The following is brought to your attention:

Mandate, role and function of the Bid Specification Committee

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

The main functions are to compile the bid specification. Thereafter, to submit a report and the draft of the specifications to the Bid Adjudication Committee for consideration and/or approval, all in line with the SCM policy.

The role of the secretariat

- Compile Bid Specification packs
- Deliver packs to all members
- Prepare the meeting room
- Take minutes during the meeting
- Prepare the questions highlighted report
- Provide the required support to BSC 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 Specification 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 Specification 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 SPECIFICATION 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 for a period of three years. The specification document must be completed on the 30 August 2019.**

Delegates by:

Mr. Steven Ngubeni
Chief Executive Officer

Date:

18 / 07 / 2019

Accepted by:

Brian Makwela
SCM Buyer

Date:

24 / 07 / 2019

APPOINTMENT AS MEMBER OF THE BID SPECIFICATION COMMITTEE



From: CEO - Steven Ngubeni
To: Robert Minyuku – Risk Manager
Date: 18 July 2019

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 Specification Committee. The following is brought to your attention:

Mandate, role and function of the Bid Specification Committee

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

The main functions are to compile the bid specification. Thereafter, to submit a report and the draft of the specifications to the Bid Adjudication Committee for consideration and/or approval, all in line with the SCM policy.

A bid specification committee must:

- To compile the terms of reference/specification for the noted requirement in an unbiased manner;
- To allow all potential bidders to offer their goods or services and in line with the GGB's SCM policy;
- To determine the relevant evaluation criteria according to which evaluation will be done; and finally
- To forward the final specification(s)/terms of reference to the SCM Function to facilitate final approval of the specification(s)/terms of reference.

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 Specification Committee and shall recuse yourself as soon as any possible conflict of interest comes to your attention.

Kindly confirm acceptance of your appointment to the Bid Specification Committee, on the terms and conditions stipulated. Non-acceptance must be justified by providing acceptable reasons.

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 appointment is for the **Outsourcing of internal audit for a period of three years. The specification document must be completed by the 30 August 2019.**

APPOINTMENT AS MEMBER OF THE BID SPECIFICATION COMMITTEE



Delegated by:


Steven Ngubeni
Chief Executive Officer

Date 18 / 07 / 2019

Accepted by:


Robert Minyuku
Risk Manager

Date _____

APPOINTMENT AS MEMBER OF THE BID SPECIFICATION COMMITTEE



From: CEO - Steven Ngubeni
To: Morongoa Mogashoa – Manager Compliance Audit
Date: 18 July 2019

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 Specification Committee. The following is brought to your attention:

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The main functions are to compile the bid specification. Thereafter, to submit a report and the draft of the specifications to the Bid Adjudication Committee for consideration and/or approval, all in line with the SCM policy.

A bid specification committee must:

- To compile the terms of reference/specification for the noted requirement in an unbiased manner;
- To allow all potential bidders to offer their goods or services and in line with the GGB's SCM policy;
- To determine the relevant evaluation criteria according to which evaluation will be done; and finally
- To forward the final specification(s)/terms of reference to the SCM Function to facilitate final approval of the specification(s)/terms of reference.

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 Specification Committee and shall recuse yourself as soon as any possible conflict of interest comes to your attention.

Kindly confirm acceptance of your appointment to the Bid Specification Committee, on the terms and conditions stipulated. Non-acceptance must be justified by providing acceptable reasons.

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 appointment is for the **Outsourcing of internal audit for a period of three years. The specification document must be completed by the 30 August 2019.**

APPOINTMENT AS MEMBER OF THE BID SPECIFICATION COMMITTEE



Delegated by:

Steven Ngubeni
Chief Executive Officer

Date

18/07/2019

Accepted by:

Morongoa Mogashoa
Compliance Audit Manager

Date

24/07/2019

APPOINTMENT AS MEMBER OF THE BID SPECIFICATION COMMITTEE



From: CEO - Steven Ngubeni

To: Lazarus Makube – Financial Accountant

Date: 18 July 2019

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 Specification Committee. The following is brought to your attention:

Mandate, role and function of the Bid Specification Committee

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The main functions are to compile the bid specification. Thereafter, to submit a report and the draft of the specifications to the Bid Adjudication Committee for consideration and/or approval, all in line with the SCM policy.

A bid specification committee must:

- To compile the terms of reference/specification for the noted requirement in an unbiased manner;
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- To forward the final specification(s)/terms of reference to the SCM Function to facilitate final approval of the specification(s)/terms of reference.

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 Specification Committee and shall recuse yourself as soon as any possible conflict of interest comes to your attention.

Kindly confirm acceptance of your appointment to the Bid Specification Committee, on the terms and conditions stipulated. Non-acceptance must be justified by providing acceptable reasons.

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 appointment is for the **Outsourcing of internal audit for a period of three years. The specification document must be completed by the 30 August 2019.**

APPOINTMENT AS MEMBER OF THE BID SPECIFICATION COMMITTEE



Delegated by:


Steven Ngubeni
Chief Executive Officer

Date 18/07/2019

Accepted by:


Lazarus Makube
Financial Accountant

Date 24/07/2019



APPOINTMENT AS A CHAIRPERSON OF THE BID SPECIFICATION COMMITTEE

From : CEO – Mr. Steven Ngubeni
To : Cindy Simons- Senior manager Stakeholder Relations
Date : 18 July 2019

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 Specification Committee. The following is brought to your attention:

Mandate, role and function of the Bid Specification Committee

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

The main functions are to put together a specification in accordance with the terms of reference specified in the bid documentation. Thereafter, to submit a bid document with detailed evaluation criteria to enable the bid evaluation committee to properly evaluate all submitted tenders all 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 SPECIFICATION COMMITTEE

You shall declare any interests prior to, and during participation in the Bid Specification 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 Specification 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.

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 for a period of three years. The specification document must be completed on the 30 August 2019.**

Delegates by:

A handwritten signature in black ink, appearing to be 'S. Ngubeni', is written over a horizontal line.

Mr. Steven Ngubeni
Chief Executive Officer

Date: 18/07/2019

Accepted by:

A handwritten signature in black ink, appearing to be 'C. Simons', is written over a horizontal line.

Cindy Simons
Senior Manager: Stakeholder Relations

Date: 24/07/2019