

APPOINTMENT AS SECRETARY TO THE BID SPECIFICATION COMMITTEE



From: CEO – Mr. Steven Ngubeni
To: Rirhandzu Maluleke – Buyer
Date: 14 July 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 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 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 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.

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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; **Appointment of a service provider to render security services to the Gauteng Gambling Board. The specification should be finalized by the 07th August 2020.**

Delegates by:


Mr. Steven Ngubeni
Chief Executive Officer

Date: 15/07/2020

Accepted by:


Rirhandzu Maluleke
Buyer

Date: 15/07/2020