



APPOINTMENT AS CHAIRPERSON OF THE BID ADJUDICATION COMMITTEE

From : **CEO – Mr. Steven Ngubeni**
To : **Oscar Maripane – CFO**
Date : **1 April 2021**

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 Adjudication Committee. The following is brought to your attention:

Mandate, role and function of the Bid Adjudication Committee

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

The main functions are to adjudicate all bids and consider the recommendation of the Bid Evaluation Committee. Thereafter, to submit a report and recommendation for consideration and / or approval to the accounting authority, 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 proceedings in meetings.
- Conduct meetings of the committee in a former manner
- Clearly formulate the decisions to be minutes 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.



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You shall declare any interests prior to, and during participation in the Bid Adjudication 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 Adjudication 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:

This appointment is valid until further notice.

Delegated by:

A handwritten signature in black ink, consisting of a large, stylized 'S' and 'N' intertwined, written over a horizontal line.

Mr. Steven Ngubeni
Chief Executive Officer

Date:

01 April 2021

Accepted by:

A handwritten signature in black ink, consisting of a large, stylized 'M' and 'A' intertwined, written over a horizontal line.

Oscar Maripane
Acting CFO

Date:

01-04-2021