

REQUEST FOR APPROVAL TO CANCEL A TENDER

The 2017, Preferential Procurement Regulations allow cancellation of tenders under the following conditions.

- Due to changed circumstances, there is no longer a need for the goods or services as specified in the invitation.
- Funds are no longer available to cover the total envisaged expenditure.
- No acceptable tender is received; or
- There is a material irregularity in the tender process.



The cancellation notice must be published on the same platform(s) on which the original tender was published.

Cancellation of a tender for the second time can only be done so with written approval from National Treasury.

1	Division	Div 3
2	Cluster / Portfolio	NICIS
3	Requestor from Cluster / Portfolio	Xolani Nkosi
4	Final Approver (The official that approved the request to publish the tender)	Matthew Chetty
5	Estimate/Actual value of the transaction	R 600 000.00
6	Tender No.	9312/15/09/2021
7	Tender Description	Request for Quotation (RFQ) The provision of an online conference platform for the CSIR National Research Data Centre 11 – 13 October 2021
8	Reasons for tender cancellation	<input checked="" type="checkbox"/> Due to changed circumstances, there is no longer a need for the goods/services specified in the invitation. <input type="checkbox"/> Funds are no longer available to cover the total envisaged expenditure. <input type="checkbox"/> No acceptable tender is received. <input type="checkbox"/> There is a material irregularity in the tender process.
9	Explanation for the cancellation <i>This is mandatory and detailed reason why the tender needs to be cancelled must be provided</i>	DIRISA did not proceed with this procurement due to financial constraints, but instead, we made use of our technical team who assisted in hosting via Zoom or MS Teams
10	Will the tender be republished?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If the tender will not be published, how will the need be satisfied?

11	Measures to be put in place to ensure that the re-publication of the tender is successful	N/A
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Compilation and Approvals

	Name	Designation	Signature	Date
SPU Practitioner	Thuli Ngubane	Procurement Admin		04/01/2023
Approved by (Cluster/Portfolio) <i>If approval has been given on an evaluation report or any other document, this signature is not required</i>	N/A			
Approved by GM: SP	Nokuthula Mguni	Purchasing and Supply Manager	 <small>Nokuthula Mguni (Johannesburg, 2023 15:43 GMT+2)</small>	04/01/2023
Reason for rejection – if rejected				
Other Comments				

NOTICE OF NON AWARD

Tender Number: RFQ 9312/15/09/2021

Tender Description: Request for Quotation (RFQ) The provision of an online conference platform for the CSIR National Research Data Centre 11 – 13 October 2021

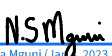
On Wednesday, 01 September 2021, the Council for Scientific and Industrial Research (CSIR) advertised the tender “***Request for Quotation (RFQ) The provision of an online conference platform for the CSIR National Research Data Centre 11 – 13 October 2021***”. The closing date for the tender was Wednesday, 15 September 2021.

This notice serves as a formal notification that the referenced tender was never awarded, as there was no longer a need for the goods/services as advertised.

The CSIR sincerely apologizes for any inconvenience caused and appreciates your understanding. We hope this will not deter you from tendering in future.

Any enquiries may be directed to tender@csir.co.za

Yours sincerely


Nokuthula Mguni (Jaw 2023 15:43 GMT+2)
Nokuthula Mguni

Purchasing and Supply Manager

PROCUREMENT REQUEST FORM

Request for tender (RFx) for all intended purchases ≥ R30k (VAT incl.)

- The form must be completed by a Procurement Practitioner on receipt of a call for assistance to source goods, works and/or services where the estimated value is greater than or equal to R30k (incl. VAT).
- Form must also be completed for deviations, except emergencies
- The form must be signed off by the relevant manager according to the CSIR's approval framework for the different stages as indicated.
- Requestor and Final Approver cannot be the same.

1	Cluster / Portfolio	Next Gen Enterprises and Institutions		
2	Requestor	Xolani Nkosi	Final Approver	Matthew Chetty
3	Call Number <i>(respond to the requestor within a day of receiving the Call)</i>	TBD		
4	Goods, works or services to be procured <i>(If this information is already captured in a memo, the memo can be attached as supporting documentation)</i>	Description of goods, works/services: The provision of an online conference platform for the National Research Data Workshop organised by DIRISA		
		Transaction Background: The proposed online conference platform is scheduled for 11 – 13 October 2021 for approximately 160 attendants. The CSIR Building 43 boardroom, Indaba will be used by the service provider to manage the platform. Approximately 160 guests and exhibitors are expected to log into the open sessions during each of the 3 days. Note that only few service provider employees will be allowed on campus for this service provision. The workshop is entirely virtual.		
		Motivation – Business case and need for procurement (where and for what the goods, works/services will be used for): The platform is needed to host the virtual National Research Data workshop organised annually by DIRISA. This is an essential stakeholder engagement event informing DIRISA's activities and strategic direction		
5	Goods, works / services related to Covid-19	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
6	Is this a once off or on-going requirement?	<input checked="" type="checkbox"/> Once-off <input type="checkbox"/> On-going If on-going, indicate proposed contract duration:		
7	Nature of Expenditure	<input checked="" type="checkbox"/> Operational Expenditure <input type="checkbox"/> Capital Expenditure		
8	For consultancy services – has a gap analysis been conducted? <i>Attach engagement of professional service providers (consultants) form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Comments:		
9	Estimate cost of goods, works or services required	Inclusive of VAT: R 600 000.00		
		Exclusive of VAT: R 521 739.13		

10	Full Charge Account for the Expenditure	Project - N1DRISA, OU – 055000, Dept - 055DR, Activity - 100	
11	Will a formal contract be signed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12	<ul style="list-style-type: none"> Is the budget / funds available and sufficient? Indicate client contract linked to the funds – if applicable If Capex – was the expenditure approved in the cluster's/portfolio's business plan? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If linked to client contract, indicate client contract and number: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
13	Does this procurement fall within the National Treasury (NT) designated sectors ? http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes indicate industry/sector/sub-sector:	
14	Will CIDB regulations be applied to this procurement transaction? <i>(CIDB regulations shall be applied to all construction procurement with value >= R30k (VAT inclusive))</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes indicate the class of works:	
15	Will pre-qualification criteria for preferential procurement in terms of Point 4 of PPPFA Regulations 2017 be applied for this procurement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, indicate the applicable pre-qualification criteria:	
16	Will the objective criteria in terms of section 2(1) (f) of the PPPFA Act be applied for this procurement transaction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, indicate the objective criteria:	
17	If request is above R500k (incl VAT), is this included in the Procurement Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If yes, indicate the code as per the procurement plan:	
18	SSC members - SSC must have representation from outside the end user department for transactions above R500k - SSC chair must be from outside the department who initiated the request	Xolani Nkosi Billy Masela Anwar Vahed Nobubele Shozi Sthembiso Mkhwanazi	
19	PSC members – if applicable - PSC compulsory for all transactions above R3m - PSC must have representation from outside the end user department for transactions above R3m - PSC chair must be from a different cluster / portfolio	N/A, Project below R 3000 000.00	
20	Procurement Process to be followed <i>(Decision to be taken by procurement practitioner in consultation with SPP and/or P&SM)</i>	<input type="checkbox"/> RFP <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> EOI <input type="checkbox"/> RFI <input type="checkbox"/> Single Source	<input type="checkbox"/> Sole Source <input type="checkbox"/> Variation / Expansion <input type="checkbox"/> NT Deviation <input type="checkbox"/> Other: Specify
21	Publication Platform <i>(Select all applicable platforms)</i>	<input checked="" type="checkbox"/> NT e-tender portal <input checked="" type="checkbox"/> CSIR Website <input type="checkbox"/> CIDB i-tender portal	<input type="checkbox"/> Targeted suppliers <input type="checkbox"/> Other: Specify

Signoff to initiate the tender process and establishment of the SSC and/or PSC:

	Name	Signature	Date
Procurement Request to initiate tender process accepted:			
SPU signoff	Billy Masela		25/08/2021
Unit Requester	Xolani Nkosi		25/08/2021
Recommended by (R)	Anwar Vahed	A. Vahed	25/08/2021
Recommendation agreed to by (A)	Dr Happy Sithole	PP: Acting	30/08/2021
Final approver signoff (D)	Matthew Chetty		31/08/2021

Sign off to approve tender documents – this Stage MUST only be signed after the tender documents have been put together by SSC and/or PSC

- Below signatures indicate that the scope of work or specification, evaluation criteria and the complete document have been checked for correctness and the final approver or delegated official/committee agrees that the documents can be published or issued.
- For values more than R3m, the GE may delegate the authority to sign off on the issuing of tender documents to the PSC chair.
- Where certain responsibilities are delegated to another authority, the delegated authority remains accountable.

	Name	Signature	Date
Tendering documents developed and accepted:			
SPU signoff	Billy Masela		25/08/2021
Unit Requester	Xolani Nkosi		25/08/2021
Recommended by (R)	Anwar Vahed	A. Vahed	25/08/2021
Recommendation Supported by (I) <i>(Finance signature required for asset acquisitions)</i>			
Recommendation agreed to by (A)	Dr Happy Sithole	PP: Acting	30/08/2021
Final approver signoff (D)	Matthew Chetty		31/08/2021

CSIR's approval framework for the approval of expenses has been used to determine who should sign off on the initiation of a procurement request as well as giving approval for the issuing of tender documents.

Initiation of procurement process and approval for publication of tender documents	CEO	EXCO	CFO	Exco Member/Group Executive	Executive Cluster/Group Manager	Impact Area Research Centre Manager	Group Manager: Procurement	Senior Department Official
More than R10m	D	A		A	R			
More than R3m and up to R10m				D	A	R		
More than R300k and up to R3m					D	A		R
From R30k and up to R300k						D		R

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R-Recommender- the persons who initiates or drive the process;

A-Approver-the persons who agree with or approves the recommendation;

P- Perform- the person who carries out the decision once it has been made;

I-input- the person who must be consulted on the recommendation before a decision is made.

D- Decide-the person has final authority, and who can commit the organisation to action.

Tender cancelation request form 9312

Final Audit Report

2023-01-04

Created:	2023-01-04
By:	Thuli Ngubane (NNgubane2@csir.co.za)
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-  Document created by Thuli Ngubane (NNgubane2@csir.co.za)
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-  Document emailed to Mandla Nkosi (mmnkosi@csir.co.za) for signature
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-  Document e-signed by Nokuthula Mguni (NMguni@csir.co.za)
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-  Agreement completed.
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