



REQUEST FOR SERVICES DEMAND REQUEST FOR SERVICE / GOODS REQUIRED (RFS)					
Applicable to purchases between R20 000 and R 2 million as per iCLM and P2P guidelines (SCS to engage market).					
A. DETAILS (TO BE COMPLETED BY LINE FUNCTION)					
PLEASE ATTACH A DETAILED COPY OF THE RELEVANT SPECIFICATIONS					
Indicate if:	Service	Goods	Planned Maintenance	Capex	Other (specify):
Name of SCS Contact: Uginthree Pilay					
PeDB Number:					
Commodity type: Building Materials					
RFQ Description: Supply of Galvanised Gabion Baskets to Marianhill Station 4 14 96 Baskets					
Period of Contract :	3 Months		Delivery date	18/07/2013	
Is briefing session / site meeting required?	Yes	No	Suggested briefing date and venue:	N/A	
SAP REQUISITION NUMBER	10327647		Plan / Drawing No/Specs:	N/A	
Retention fee to be held:	N/A		Working near railway line or OHT – (Yes or No)	YES	
DELIVERY ADDRESS:	Pier 1 site camp				
Material Master Item					
Does a material master (item) exist for this product/material/service?					
YES					
NO	X				
If negative, confirm that the correct documentation been forwarded to MM for its creation and that the MM has in fact been created. Attach confirmation					
Environmental Impact Assessment:					
<ul style="list-style-type: none"> Obtain written confirmation and signoff from TFR Enterprise Risk Management Department (Elekanyani Phindiso) on this procurement event and whether an EIA is necessary as well as the evaluation criteria (where necessary). 					
Health and Safety					
<ul style="list-style-type: none"> Obtain written confirmation and signoff from TFR Corporate Safety Department (Natalie Skeepers or Sipihiwo Ngqeza) on this procurement event as well as the evaluation criteria (where necessary). 					
PROCUREMENT STRATEGY / MECHANISM (Tick whichever is applicable)			PPM		(To be completed by SCS)
Request For Quote (RFQ)			2.4	X	
Confinement Emergency (PPM 2.5)			2.5		
Approved List , Number & Last Updated (PPM 2.6)			2.6		
Open Tender (2 Stage RFI/RFP) (PPM 2.10)			2.10		
Consultant (PPM 2.14)			2.14		
CIDB and Level (PPM 2.17)			2.17		
EVALUATION PRINCIPLES (Tick)			TICK		(To be completed by Line & SCS)
1. Technical, Commercial & BBBEE (50/40/10 Principle)					
2. Commercial – Price & BBBEE (80/20 Principle)			X		
3. CIDB & NEC					
4. SD & Further Recognition Principle with one of above.					




EVALUATION CRITERIA AND WEIGHTS (By Example) (Sub-criteria if applicable)			
CRITERIA	WEIGHT	Sub Weights	EFFECTIVE WEIGHT
Category: Technical / Practical (Scoring Matrix) (By Example)	0%		(to be completed by SCS)
•			
•			
•			
•			
•			
Category: Commercial (Scoring Matrix) (By Example)	80%		(to be completed by Line)
• Commercial Price and Preference (90/10 – 80/20)			
•			
•			
•			
•			
Category: B-BBEE (Scoring Matrix) (By Example)	20%		(to be completed by SCS)
• B-BBEE certificate and scorecard		100%	10%
Category: SUPPLIER/ENTERPRISE DEVELOPMENT/(SCORING MATRIX) (By Example)	0%		(to be completed by SCS)
•			
•			
•			
•			
•			
Category: Further Recognition (Where Applicable) (By Example)	0%		(to be completed by SCS)
•			
•			
•			
•			
•			
1.			
TOTAL	100%		100%



FINANCIAL INFORMATION (Line Function to complete)			
Estimated value of service/goods:	R 76,800. 00	Warrant no and copy attached: (Capex)	
Cost Centre Number:	4121780020	GL Account Number:	677000
Has this service been budgeted for?	Yes	If YES state amount:	R 100,000. 00
If No has specific approval been sought		Financial Year:	2013/2014
Insurance Required	No	Type of Insurance	N/A

CONTACT DETAILS OF REQUESTOR (Line Function to complete)			
Name of person requesting Service:	Marvellous Sithole	Manager / Project Manager:	Piet van Staden
Department :	TFR RME CEW	Depot:	Pier 1
Contact number:	031 361 6939	Contact number:	0832669245
CFST Nomination/Composition (if it applies)			

COST CENTRE OWNER / APPROVER / LINE MANAGER (Line Function to complete)		
The proposed procurement per the Demand Request is done in terms of my approved delegation of authority (DOA) as loaded on SAP and that all declaration of interests (DOI) have been duly declared (attach DOI where applicable e.g. Confinements)		
<u>C. HARVENSON</u> Name, designation	 Signature	<u>10/7/2013</u> Date
Pension Number:	<u>1763</u>	
User ID Number :		

RFS GOVERNANCE CHECKLIST (SCS Compliance & Governance to complete)		
The CONTRACT ADMINISTRATION DEPARTMENT confirms that:-		
1. The PEDB Number has been issued		
2. The Correct Tender Template has been issued and is attached		
<u>A. Mongie BUYER</u> Name, designation	<u>A. Mongie</u> Signature	<u>10/07/2013.</u> Date
Pension Number: <u>2257.</u>		



The GOVERNANCE DEPARTMENT confirms that:-		
<ol style="list-style-type: none">1. The DOA has been verified on SAP2. The Criteria have been pre-defined and checked3. The RFS (PeDB) has been registered on the tender register4. The Confinement DOA/DOI has checked and verified		
<hr/> Just for notification	<hr/> Signature	<hr/> Date
Pension Number:		

"PREVIEW COPY ONLY"