

**MEMORANDUM**

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To: Ms Yolisa Qezu  
Procurement Manager (Acting) Reference

From: Ms Tshogarebone Thobejane,  
Senior Advisor Procurement Version: 0

Date: 11 April 2024

**SUBJECT: REQUEST TO CANCEL AND RE-ISSUE THE INFORMAL TENDER ENQUIRY FOR OFFICE REFURBISHMENT AT TUTUKA POWER STATION**

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**1. PURPOSE**

In accordance with Procurement Instruction number: 02 of 2021 where it states that should it be necessary to cancel an informal tender; approval needs to be obtained from the Procurement Manager. A permission is therefore requested to cancel the tender enquiry for Office Refurbishment at Tutuka Power Station.

**2. BACKGROUND**

The enquiry for the Office Refurbishment was issued through informal tendering open tender on 13 February 2024, closed on 18 March 2024. Fourteen (14) suppliers responded to the enquiry.

The estimated value of the enquiry is R305K hence the procurement mechanism followed. The scope of work is CIDB related, and the enquiry was advertised on CIDB, National Treasury and Tender bulletin. The supplier was required to submit the tender through OLT system and not Tender office due to the value of the enquiry.

Upon the receipt of tenders, it was determined that the correct process to have been followed was formal tender due to CIDB requirements that automatically default the enquiry to formal tender as per P&SCM Procedure rev 5 section 8.6.1.

**REQUEST TO CANCEL AND RE-ISSUE THE INFORMAL TENDER ENQUIRY FOR OFFICE  
REFURBISHMENT AT TUTUKA POWER STATION**

**Lesson Learnt**

To always refer to the procedure upon executing any procurement activity and not base decision on assumptions.

**3. Recommendation**

It is recommended that the enquiry for Office Refurbishment be cancelled and re-issued through formal tender mechanism.

Compiled by:



**TSHOGAREBONE THOBEJANE**  
**SENIOR ADVISOR PROCUREMENT**  
DATE: 12 APRIL 2024

Approved By:



**YOLISA QEZU**  
**PROCUREMENT MANAGER (ACTING)**  
DATE: 2024/04/12