

## PROCUREMENT REPORT

### RFQ PR000008087: PRESIDING OFFICER- DISCIPLINARY HEARINGS

#### Purpose

The purpose of this report is to request the Head of Procurement to approve the award of RFQ PR000008087 for the Presiding Officer- Disciplinary Hearings.

#### Scope of Work

- Sasria requests the services of a service provider who will assist presiding/chairing over a disciplinary hearing.
- Nature of the matter is misconduct.
- The presiding officer will upon the adjournment of the hearing submit a detailed report of the disciplinary hearing with findings, and recommendations on sanctions to the Executive Manager: People Management and/or her delegate.
- The **first matter**: the presiding officer must be available on the **17 February 2025 from 09h00 am at Sasria offices (36 Fricker Road, Illovo) and ask for Daniel Motloutsi – HC Business Partner at Reception.**
- The **Second matter**: the presiding officer must be available on the **25 February 2025 from 09h00 am at Sasria offices (36 Fricker Road, Illovo) and ask for Daniel Motloutsi – HC Business Partner at Reception.**

The table below reflects further details for this RFQ:

RFQ Issue Date	RFQ Closing Date	Number of Bids Received on time	Number of Late Bids Received
11 February 2026	11 February 2026	02	0

The scope of work was finalized and approved by the requester. An RFQ invitation was prepared by the procurement department and issued to the following five (5) service providers from the panel of Legal services.

- Mathopo Mashimane Malungaphuma t/a DM5 Incorporated
- Lawtons Africa Attorneys Inc
- MacRobert Attorneys
- MMMG Attorneys In
- Kwena Mahlakoana Attorney Inc

The following service providers responded with quotes.

- Mathopo Mashimane Malungaphuma t/a DM5 Incorporated
- Lawtons Africa Attorneys Inc

The following service providers did not respond.

- MacRobert Attorneys – The bidder sent an email indicating that they won't be able to respond on short notice
- MMMG Attorneys Inc- The bidder indicated telephonically that they missed the email.
- Kwena Mahlakoana Attorney Inc- The bidder indicated telephonically that it was short notice.

### **Technical Review**

The quotations received were forwarded to Betty Monama in Human Capital. HC confirmed that the quotations are acceptable.

### **Price and Specific Goals**

<b>Name of Bidding Entity</b>	<b>Mathopo Mashimane Malungaphuma t/a DM5 Incorporated</b>	<b>Lawtons Africa Attorneys Inc</b>
Total Bid Price (VAT Excl.)	R 48 000,00	R 57 000,00
<b>Price Score</b>	<b>80,00</b>	<b>65,00</b>
Type of Entity	GEN	Not rated
Specific Goals score	<b>15</b>	<b>0</b>

EME	10	0
51% Black Owned	5	0
<b>Total</b>	<b>95,00</b>	<b>65,00</b>

**Governance on the recommended bidder: Mathopo Mashimane Malungaphuma t/a DM5 Incorporated**

Checks Conducted	Results
Central Supplier Database	The bidder is registered on the National Treasury CSD, and no irregularities were found on the CSD Registration Report.
Tax Compliance	The CSD report dated <b>12 February 2026</b> confirmed that the bidder is <b>Tax Compliant</b> .
National Treasury Database of Restricted Suppliers	The CSD report dated <b>12 February 2026</b> that the bidder is not listed on the National Treasury Database of Restricted Suppliers.
Declaration of Interest	The bidder and its principals declared that no conflict of interest exists in terms of this project or its association with Sasria in this regard.
Entity Size	GEN
Black Shareholding %	Black Shareholding: 100.00% Black Women Shareholding: 100%
Shareholding	Reinette Mulalo Malungaphuma - 50% Lerato Mathopo – 50%

**Recommendation:**

The recommended supplier is **Mathopo Mashimane Malungaphuma t/a DM5 Incorporated** for the Presiding Officer- Disciplinary Hearings with the value of R48 000.00(VAT Excl) over a period of 2 days.

**Budget**

The Human Capital Department has a budget of R60 000.00 for the Presiding Officer- Disciplinary Hearings this financial year.

**Note: Mathopo Mashimane Malungaphuma t/a DM5 Incorporated is registered on CSD and tax compliant, according to the CSD reports dated 11 February 2026.**

***The signatories below hereby declare that they have no interest in any of the bidders referenced in this report, which may raise a possible conflict of interest.***

Compiled by: Mmabatho Mokwena  
Procurement Buyer

Signed \_\_\_\_\_

Supported by: Betty Monama  
Human Capital Officer

Signed \_\_\_\_\_

Supported By: Monalisa Dlamini  
Human Capital Manager

Signed \_\_\_\_\_

Reviewed by: Tebogo Ledwaba  
Senior Strategic Sourcing Specialist

Signed \_\_\_\_\_

Approved by: Pinky Hlungwani  
Head of Procurement

Signed \_\_\_\_\_

