

**ROUND ROBIN RESOLUTION OF THE EXECUTIVE COMMITTEE MEMBERS**

**DATE: 11 JUNE 2026**

**REQUEST FOR EXECUTIVE COMMITTEE TO APPROVE THE SCOPE AND COST VARIATION OF THE DM5 CONTRACT FOR DISCIPLINARY MATTER FROM AN ORIGINAL DURATION OF 1 DAY WITH AN ADDITIONAL 2 DAYS, IN AN AMOUNT OF R48 000.00 FOR R72 000.00.**

**1. Background**

1.1 The Bid Adjudication Committee (BAC) was requested to approve the regularisation for the scope variation on the original RFQ, which was initially estimated for the duration of one day per matter and there were two disciplinary matters to be chaired by the DM5 that was awarded the contract on two matters. The initial RFQ was based on a daily rate of R24 000,00 over an estimation of one day per matter, however, on the first matter this was exceeded by 2 days. Given the unpredictability of the nature of the proceedings where the respondent/applicant/initiator may request for adjournment/postponements for further scrutiny of the evidence and preparation of witnesses.

1.2 The disciplinary enquiry requires expeditious attendance and speedy conclusions to remove any doubt of parties, any delays if allowed may shadow the proceedings as not espousing the principles of natural justice “audi alteram partem” which is a fundamental principle of natural justice that ensures all parties in these proceedings have the right to be heard before a decision is made. This variation to cater for an additional day did not prejudice the organisation as the services were rendered with professionalism and parties had ample time to be heard and state their case.

1.3 The Executive Committee is requested to approve the scope and cost variation of the DM5 contract for a disciplinary matter from an original duration of 1 day with an additional 2 days, in an amount of R48 000.00 for a total of R72 000.00. The two additional days were not included in the original scope. The variation for the extension of scope exceeded the 15% as demonstrated below:

<b>Original Awarded Dates for both matters</b>	<b>Additional Dates</b>	<b>Original Awarded Value (VAT Excl)</b>	<b>Additional Amount for the additional two days (Excl. VAT)</b>	<b>New award Value for the 1st matter (VAT Excl)</b>

17 & 25 February 2026	18 & 19 February 2026 on the first matter. 2nd matter confined to one day	R24 000.00 per day/matter	R48 000.00	R72 000.00
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The fee of R24,000 for the second matter remains unchanged. This amount is fixed and stands entirely separate from the current request.

**The Executive Committee is requested to approve the scope and cost variation of the DM5 contract for a disciplinary matter from an original duration of 1 day with an additional 2 days, in an amount of R48 000.00 for a total of R72 000.00. Cover page for scope variation, Procurement report and BAC Submission are attached as Annexures A, B, and C respectively.**

**RESOLVE THAT:**

The Executive Committee is requested to approve the scope and cost variation of the DM5 contract for a disciplinary matter from an original duration of 1 day with an additional 2 days, in an amount of R48 000.00 for a total of R72 000.00.

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M. Tyikwe

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M. Dladla

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D. Kunz

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H. Clarke

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