

2	<p>Routine Procurements – have limited value, have limited scope and technical complexity and many comprise repeat orders to existing suppliers. (Examples include PPE purchase, stationary, or travel services).</p> <ol style="list-style-type: none"> 1. The suppliers of these services will be reviewed annually or as directed by the CFO. 2. The initiating employee/manager who identifies a needed procurement will provide a formal justification and justification shall include the following: <ol style="list-style-type: none"> a. Originator b. Need c. Proposed Supplier d. Justification as to why this should be a “routine procurement” e. If directed by management and/or value>20 KZAR – three suppliers should be requested to validate “market price” f. Value of the Procurement (Invoice or quote attached) g. Justification for the proposed supplier (to include but not limited to verification of BBBEE status, preference for local supply, preference for women owned vendor, preference to suppliers with good KSP history, etc.) as per procedure PCMS – manage suppliers 3. If the routine procurement is accepted by Manager with the appropriate signature authority for the procurement then the routine procurement is sent for final signatures as per procedure PC SC- Supply Chain 	<p>CFO</p> <p>Applicant</p> <p>Manager</p>	<p>On going</p> <p>On going</p> <p>On going</p>
3	<p>Customary Procurements – these procurements are those that can be sourced from a number of different suppliers with satisfactory results. These customary procurements will be advertised, will prefer local suppliers and a preference for BBBEE companies.</p> <ol style="list-style-type: none"> 1. As these are typically “once off” project type procurements of substantial value – the criterion for acceptable bidders will be developed and approved by the KSP Management team prior to advertisement and the selection (technical and commercial bid tab) developed from the suppliers responding to the request for quotations (RFQ) only. 2. Customary Procurements shall be advertised on the Kathu Solar Park website (www.kathusolarpark.co.za). 3. The initiating Manager shall prepare the: 	<p>Manager</p> <p>EA</p>	<p>On-going</p> <p>On going</p>

	<ul style="list-style-type: none"> a. Technical Specification and attachments for the RFQ b. The General and Special Terms and Conditions for the RFQ shall be reviewed the KSP Management Team to ensure that the key terms are valid for this procurement c. The Website Announcement for the RFQ Package d. Bidder's Qualification Sheet (BQS) see PM MS <ul style="list-style-type: none"> i. BQS is the document that interested parties must complete to receive the RFQ from the KSP website ii. The BQS is an electronic form on the KSP website that registers suppliers for an RFQ iii. The BQS shall include relevant information about the company requesting to be included in a procurement iv. Once the BQS is received as complete, the remainder of the RFQ package will be sent to the prospective bidder for the RFQ. e. RFQ shall include: <ul style="list-style-type: none"> i. Technical Specification and technical attachments ii. General and Special Terms and Conditions iii. Special Instructions to the proposed suppliers – contact persons for the commercial and technical questions, dates for pre-bid meetings and/or site visits and other related information to allow the bidder to submit a qualified bid f. Upon receipt of Bid Responses, the initiating Manager shall cause a Technical and Commercial Bid Tab to be prepared. <ul style="list-style-type: none"> i. The <u>Technical Tab</u> shall focus on the technical details of the offer – including exceptions, experience, delivery and technical compliance with the terms of the RFQ. ii. The <u>Commercial Tab</u> shall focus on the commercial details of the offer – including terms, and conditions, price, currency, payment terms and security. Also guarantees and warranties shall be evaluated. The vendors compliance with the commercial terms of the RFQ. 	<p>Manager</p> <p>CM</p> <p>EA</p> <p>Manager</p>	<p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p>
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	<p>iii. The Commercial Tab shall include information about Local Companies, Historically Disadvantaged Individual Owned Companies, BBBE, Upskilling of Local Companies, and Economic Development goals that can be achieved with this procurement</p> <p>4. The bid tabs shall be reviewed by the KSP Management Team, the “best value” for KSP shall be preference giving regard to all three inputs and signed off by the manager with appropriate signature authority before the award of the Customary Procurement.</p> <p>5. The PO with all supporting documents will be processed with supplier by admin/finance as per PC SC</p> <p>6. The awarded company shall be noted on the KSP website (with appropriate confidential information redacted.)</p>	<p>Management</p> <p>CFO</p> <p>EA</p>	<p>On going</p> <p>On going</p> <p>On going</p>
4	<p>Special Procurements – are those that have very technical scope, or great complexity for which there are a limited number of suppliers who are technically or commercially able to handle the scope of supply. (Examples include LPG Bulk supply, special mirror cleaning trucks, or specific spare parts only available for the OEM.)</p> <p>1. The bidders list for these suppliers is based on a criterion developed by the technical department prior to each procurement - transmitted and approved by the CEO, Management Team (and Board of Directors if deemed appropriate depending upon the value of the procurement and DoA).</p> <p>2. Special Procurements shall be limited to the extent practicable and only the CEO of KSP can direct the team to use the Special Procurement methodology.</p> <p>3. If directed by the CEO to use the Special Procurement method the KSP team shall develop a special bidders list for the Procurement using available resources. The focus of the bidders list shall be only those companies who have the necessary technical expertise to provide the critical service.</p> <p>4. The Bidders List must be signed by the CEO for the special procurement.</p> <p>5. Every effort shall be made to seek at least 3 qualified bidders for Special Procurements.</p>	<p>Engineer manager</p> <p>CEO</p> <p>Engineer manager</p> <p>CEO</p> <p>Engineer manager</p>	<p>On-going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p>

