

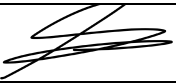


## PROCUREMENT REQUEST FORM FOR RFQs

### PROCUREMENT PROCESS FOR ACQUISITION BETWEEN R2,001.00 AND R1,000,000.00

**Application of this Procurement Process:** This procurement approach involves requesting goods and services through quotations (RFQs), where transactions are estimated to be between R2,001.00 and R1,000,000.00 (inclusive of VAT), using the 80/20 preference points system.

#### 1. Approval Signatures

Designation	Name	Signature	Date
<b>Manager:</b> <i>[up to &gt;R500 000]</i>			
<b>Senior Manager:</b> <i>[From R500 000 to R1000 000]</i>	Prince Mashiane		17 September 2025
<b>Project title:</b> <i>[Description of what is procured]</i>	Global Ethics Event (catering)		

#### 2. Financial Approval

Required information	Response	
<b>Budget Available for the Item</b> <i>[Attach proof of <u>budget confirmation</u> or <u>project approval</u>]</i>	<b>Yes [ X ]</b>	<b>No [ ]</b>
<b>Budget Code</b> <i>[Insert Budget Code/Cost Centre Code/GL account]</i>	100.101.000.370 - 100.101.000.370.00.000	
<b>Cost Element</b> <i>[Insert Cost Element]</i>	<b>Opex [ X ]</b>	<b>Capex [ ]</b>
<i>Indicate the following with a Tick (X)</i>		
<b>Estimated Market Value (Incl. VAT)</b> <i>[Insert Estimated Market Value]</i>	R 8000	

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### 3. Requestors information

Required information	Response
<b>End-User Department</b>	Governance Risk and Compliance (Ethics)
<b>Initiator / Project Manager</b>	Nonhlanhla Mhlanga
<b>Telephone No</b>	+2711 607 1229
<b>Mobile/Cellular Phone No</b>	+27 81 044 9091
<b>E-mail</b>	nonhlanhlamh@atns.co.za
<b>Description / Specification / Scope of Work</b>	<p><b>Scope of Work: Supply and Delivery of Party Packs</b></p> <p><b>Description of Party Packs</b></p> <p>White/blue snack box with blue sticker.</p> <p>Each box must be filled with:</p> <p>1 × Cooldrink</p> <p>1 × Packet of chips</p> <p>1 × Packet of popcorn</p> <p>Assorted sweets</p> <p>Quantities per Station (Total: 1100 packs)</p> <p>FAOR – O.R. Tambo International Airport: 315</p> <p>FAKM – Kimberley: 6</p> <p>FAUP – Upington: 12</p> <p>FABL – Bloemfontein: 34</p> <p>FALE – King Shaka International (La Mercy/Durban): 55</p> <p>FAPM – Pietermaritzburg: 6</p> <p>FAVG – Virginia: 6</p> <p>St Helena: 1</p> <p>FAKN – Kruger Mpumalanga: 12</p> <p>ATA (Head Office): 72</p> <p>Head Office (Bruma): 290</p>

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	<p>FAPN – Pilanesberg: 3</p> <p>FAMM – Mafikeng: 4</p> <p>FAWB – Wonderboom: 19</p> <p>FAGM – Rand Airport: 13</p> <p>FALA – Lanseria: 27</p> <p>FAGC – Grand Central: 5</p> <p>FACT – Cape Town International Airport: 121</p> <p>FAEL – East London: 28</p> <p>FAPE – Port Elizabeth: 41</p> <p>FAPP – Polokwane: 8</p> <p>FAGG – George: 25</p> <p>FARB – Richards Bay: 7</p> <p><b>Delivery Requirements</b></p> <p>Date: 15 October 2025</p> <p>Time: 08:30 AM</p> <p>Delivery to all the stations listed above.</p> <p>Total Quantity: 1100 Party Packs</p> <p><b>Example of a party pack</b></p> <div></div>
<b>Certification Required</b>	<b>N/A</b>
<b>Construction Work</b>	<b>N/A</b>
<b>Professional Services</b>	



<b>Business Case (Where applicable)</b>		
<b>SLA Required</b>	<b>Yes [x ]</b>	<b>No [ ]</b>

#### 4. Compulsory Site Visit/ Briefing Session

Required information	Response	
<b>Compulsory Site Visit</b> <i>[Indicate the following with a Tick (X)]</i>	<b>Yes [ ]</b>	<b>No [X]</b>
<b>Indicative Date(s)</b>	N/A	
<b>Time</b>	N/A	
<b>Venue (Address)</b>	N/A	
<b>GPS Coordinates (if applicable)</b>	N/A	

#### 5. Procurement Procedure

Procedure	Selected (X)	Motivation
<b>Quotation Procedure</b> (Source a minimum of 3 quotations from National Treasury Central Supplier Database, Advertise on ATNS website or e-tender portal)	<b>X</b>	
<b>Deviations:</b> <i>[Indicate the following with a Tick ( )]</i>		
• Sole Source		
• Single Source		
• Emergency Source		
Qualified Procedure (EOI or RFI followed by closed RFQ)		
<b>Panel appointment</b>		

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## 6. Pricing Options

Pricing Option	Selected (X)
<b>(1) Fixed Pricing</b> <i>[A price agreed upon at the time of contracting (as proposed in the bid submission), remaining unchanged for the full duration of the contract, regardless of market fluctuations or changes in costs. Ideal for contracts where costs for product/services are stable and predictable, or simple supply &amp; delivery transactions].</i>	X
<b>(2) Cost-Plus Pricing</b> <i>[The supplier charges the actual cost of goods/services plus a fixed markup or percentage for profit. Suitable for projects where costs are uncertain, such as xxx]</i>	
<b>(3) Rate Based Pricing</b> <i>[The contract is based on the time spent (agreed rate X time spent) and often includes material cost, travelling and so forth. Common for consulting services or repair contracts where the scope isn't fully defined upfront].</i>	
<b>(4) Unit Pricing</b> <i>[A fixed rate is set per unit of product or service delivered. Useful when the quantity needed may vary, such as in procurement of stationery, consumables and so forth].</i>	
<b>(5) Subscription or Retainer-Based Pricing</b> <i>[Payment is made on a recurring basis (monthly, yearly) for continued access to products or services. Common in software procurement, or sensitive IT related professional services.</i>	

## 7. Evaluation Method

Value Threshold of Acquisition	Evaluation Method	Selected (Method No?)
Goods/ Services with a Rand value between R 2 001 and to R 500 000:	<ul style="list-style-type: none"> <li>Method 1 (Financial offer);</li> <li>Method 2 (Financial offer and Preference);</li> <li>Method 3 (Functionality, Financial offer, and Preference)</li> </ul>	X
	<ul style="list-style-type: none"> <li>Method 2 (Financial offer and Preference); or</li> <li>Method 3 (Functionality, Financial offer, and Preference).</li> </ul>	



Construction goods or services with a Rand value between R 500 001 and to R 1 000 000:	<ul style="list-style-type: none"> <li>Method 2 (Financial offer and Preference); or</li> <li>Method 4 (Quality, Financial offer, and Preference).</li> </ul>	
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## 8. Evaluation Criteria

### 8.1. Mandatory Criteria (if applicable)

Applicable to Evaluation Methods 3 & 4 only. Indicate "N/A" if no mandatory criteria exist.

	Proof Required

### 8.2. Functional / Quality Criteria (if applicable)

Applicable for acquisitions between R2,001 and R1,000,000. Indicate "N/A" if no functional criteria exist.

Functional Criteria	Points
<b>Total Points:</b>	
<b>Minimum Threshold:</b>	

### 8.3. Minimum Score to Qualify/Functionality

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If no functional criteria exist, indicate "N/A".

Minimum Score to Qualify	Total Minimum Threshold
<i>[Insert Minimum Score]</i>	

## 9. Advertisement Period

Advertisement Period	Selected	Motivation
5 Working Days (Methods 1 & 2)		
7 Working Days (Methods 3 & 4)		
10 Working Days (after briefing, if applicable) (Method 4 i.e., CIDB related requests)		

## 10. Comments

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## 11. Compiled By:

Initiator	Signature	Date
Nonhlanhla Mhlanga		17 September 2025