

## Budget & Treasury

Your ref: SUBMISSION / LINKING OF BAC  
ITEMS FOR AGENDA PREPARATION

Our ref: BAC AGENDA ITEMS

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### CIRCULAR 9 of 2024

**TO : ALL PROJECT MANAGERS & SCM PRACTITIONERS**  
**FROM : ACTING CHIEF FINANCIAL OFFICER / BAC CHAIRPERSON**  
**DATE : 19 AUGUST 2024**

#### **GUIDANCE FOR THE TIMEOUS SUBMISSION OR LINKING OF AGENDA ITEMS FOR THE BID ADJUDICATION COMMITTEE**

As we are aware the Bid Adjudication Committee (BAC) is expected, every Friday, to deal with items that flow from the Bid Evaluation Committee/s or even other deviation items that may have been necessitated by other emergency situations.

In order for the BAC to properly discuss the agenda items and to take informed decisions, it can only be fair that the said BAC agenda **must** be availed timeously to the members of the BAC. We **must** remember or appreciate that some of the procurement decisions made, are at some point subjected to scrutiny, hence thoroughness in these processes should always be at the forefront.

Based on the above, all Project Managers **must** please ensure that when they are submitting their items for inclusion in the BAC agenda, they must ensure that their submission / linking of the BAC agenda is done every Tuesday. The submitted / linked agenda items for the BAC **must** be accompanied by the required attachments so that the BAC members are able to take decisions based on available records.

The above is aimed at ensuring that the BAC agenda is availed to Printing Services every Wednesday for its processing and its distribution to the BAC members on the same day (i.e. Wednesday).

Please let us assist each other so that we can achieve and improve on service delivery.

*19/8/2024*  
**MJ NGCELWANE**  
**CHAIRPERSON – BID ADJUDICATION COMMITTEE**

cc. Acting City Manager  
cc. Chief Operating Officer  
cc. Senior Director: Supply Chain Management Sub Directorate