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|  | **PG1: Permission to start the procurement process****(Version 1: October 2020)** |
| **Proposed procurement****Project no:**       **Project description:**      **Reference No:**       **Title:**       |
| **Procurement Gate 1 (PG 1)**Paragraph 6.3.1 of the National Treasury Framework for Infrastructure Delivery and Procurement Management states the following:1. Obtain permission to start with the procurement process
2. Minimum requirements:
3. Establish and clarify the procurement need, aligned to the municipality’s development and transformation priorities specified in the IDP.
4. Determine a suitable title for the procurement, to be applied as the project description.
5. Prepare the broad scope of work for the procurement.
6. Perform market analysis.
7. Estimate the financial value of proposed procurement and contract for budgetary purposes, based on the broad scope of work.
8. Confirm the budget.
9. Compliance with section 33 of the MFMA with respect to community and stakeholder consultation
10. PG 1 is complete when a designated person or body makes the decision to proceed/not to proceed, with the procurement of the infrastructure.
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| **Broad scope of work**      |
| **The need and motivation for the procurement**       |
| **Estimated financial value of procurement including VAT** R      |
| **Permission to start procurement process prepared by:**Name:      Designation:       Tel:       Date:       email:       |
| **Permission to proceed with the procurement process recommended by:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_* (insert position or structure recommending) **Signature: Date:** |
| **Permission granted to proceed with the procurement process** (insert value limits as per delegations)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_(insert position or structure approving) **Signature: Date:** |
| **Budgetary provision for the order**

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| **Component** | **Rand** | **Total** |
| Estimated total of the prices for the contract | R       | **R**       |
| Estimated price adjustment for inflation | R       |
| Contingency provision  | R       |
| **Subtotal** |
| Vat | R       |
| **Total** | **R**       |

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| **Recommendation for confirmation of budget made by:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_*(insert position or structure recommending) **Signature: Date:** |
| **Budget confirmed by :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_(insert position or structure approving) **Signature: Date:** |